

City of Kooskia Job Opportunity

Position: Part-Time Facilities Janitor & Office Support

Location: 26 S Main Street, Kooskia, ID 83539

Hours: 15–19 hours per week

The City of Kooskia is seeking a dependable individual for a part-time position providing **primarily janitorial services with occasional office support.**

Compensation

Depending on Experience

This position is not eligible for benefits.

Position Summary

This position is primarily responsible for cleaning and maintaining City facilities, with occasional assistance in the front office. Duties are mostly janitorial, with limited clerical support as needed.

Essential Duties

Janitorial (majority of time):

- Clean and sanitize restrooms, offices, and public areas
- Sweep, mop, vacuum, and empty trash
- Maintain cleaning supplies and report maintenance issues

Office Support (as needed):

- Answer phones and assist the public
- Perform basic filing and clerical tasks under the direction of the City Clerk

Minimum Qualifications

- Ability to work independently and reliably
- Good communication and customer service skills
- Prior janitorial or office experience preferred but not required

Physical Requirements

- Ability to lift up to 50 pounds
- Frequent bending, stooping, and standing
- Exposure to cleaning chemicals

How to Apply

A full job description and application are available at:

<https://cityofkooskia.org> The documents may be printed, scanned and emailed to cityclerk@cityofkooskia.org

Or you may pick up and drop off applications at Kooskia City Hall at 26 S. Main, Kooskia, ID

Questions? Call 208-926-4684

Closing Date – Open until filled

Veterans' Preference

Preference in appointment will be given to qualified veterans, disabled veterans, and other preference-eligible applicants in accordance with Idaho Code Title 65, Chapter 5. Applicants claiming veterans' preference must submit appropriate documentation at the time of application.

Applicants requesting veterans' preference must indicate this on the employment application and provide required documentation (e.g., DD Form 214 and, if applicable, proof of service-connected disability) at the time of application.

Equal Opportunity Employer

The City of Kooskia is an Equal Opportunity Employer.