

## **Open Position: Eagle Township, Clinton County, Hall Maintenance Person**

Great opportunity for someone looking for part time work.

**Location:** 14318 Michigan St, Eagle, MI

### **Duties:**

#### **Hall Usage**

- Maintain Hall calendar (Township business and rentals)
- Handle Township Hall reservations
- Setup/take down chairs/tables for regular monthly board meetings

#### **Hall Maintenance**

- Maintain hall supplies including toilet paper, paper towels, cleaners
- Wash front and back door windows
- Mow grass at township hall and village parking lot, weed and trim
- Clear snow and salt front steps/sidewalk and Handicap ramp in winter
- Clean bathrooms
- Clean floors and vacuum mats
- Perform light maintenance and occasional painting at township hall
- Investigate/resolves reports of problems at the hall
- Monitor and coordinate issues requiring outside services: electrical, furnace / air conditioner, gutters, exterior painting, window cleaning, etc.

#### **Cemetery**

- Plant urns in spring at Niles Cemetery and North Eagle cemeteries
- Empty trash cans at Niles Cemetery

**Pay:** \$21 / hour for up to 28 hours / month (average)

\$25 for lawn mowing of the Township Hall and Village parking lot

Telephone allowance up to \$30 / month (approved 9/3/2021)

**Interest Parties:** Email your letter of interest to the Eagle Township Clerk at [clerk@eagletownshipmi.gov](mailto:clerk@eagletownshipmi.gov) OR mail to Eagle Township Clerk, P.O. Box 193, Eagle, MI 48822.

**Subject to background check**

**Contact:** Clerk Laurie Briggs-Dudley at 517-526-7548 if you have questions.