



EMPLOYMENT OPPORTUNITY

Duchesne City is accepting applications for a part-time, multi-duty position that provides support across several city functions. This position includes working as a school crossing guard, cleaning and maintaining city-owned buildings, and assisting in the city office.

Responsibilities include the following:

School Crossing Guard Duties include assisting children and other pedestrians in safely crossing at designated school crosswalks. Monitor traffic and follow established safety protocols. Provide friendly and helpful assistance to pedestrians.

Housekeeping/Custodial Duties: Routine cleaning of city-owned buildings, including offices, bathrooms, and public spaces. Perform tasks such as vacuuming, dusting, mopping, and emptying trash. Maintain cleaning supplies and notify management of maintenance issues.

Office Assistant Duties: Perform general clerical tasks such as answering phones, filing, assisting the public and other duties as assigned. Maintain a courteous and professional demeanor.

We are seeking a dependable, self-motivated, and detail-oriented individual who can work independently while supporting a team environment. The ideal candidate will demonstrate strong communication skills, adaptability to changing tasks and schedules, and a professional, courteous demeanor when interacting with the public. This position requires the physical ability to stand for extended periods and perform light cleaning and lifting. Availability for morning and afternoon shifts, with occasional weekend work, is expected. While not required, prior experience in custodial services, crossing guard duties, or office support is a plus. A valid driver's license is preferred. Applicants must be at least 18 years of age, possess a high school diploma or equivalent, and be able to successfully complete a background check and pre-employment drug screening.

Duchesne City is an Equal Opportunity Employer and reserves the right to accept or reject any and all applications. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or any other federally protected class.

Applications can be obtained from the City Office Building at 500 E Main in Duchesne or online at www.duchesnecity.com. Completed applications can be returned in person or emailed to myoung@duchesnecity.com. The position will remain open until filled.