



MICHIGAN STATE CAPITOL COMMISSION

# Job Posting

Posting and Application Period:  
Starting July 14, 2025, until filled

## Night Shift Porter (Leased Position)

<b>DEPARTMENT:</b>	Michigan State Capitol Commission – Facilities Operations
<b>STATUS &amp; HOURS:</b>	Full-time Leased Employee, 40 hours per week
<b>WORK SHIFT:</b>	4:00 pm to 12:30 am, Monday – Friday
<b>MINIMUM SALARY:</b>	\$16.00 per hour
<b>JOB LOCATION:</b>	Capitol Building, 100 N. Capitol Avenue, Lansing, MI

### GENERAL DESCRIPTION OF DUTIES

Employees in this job perform janitorial work to ensure the Capitol Building and Heritage Hall are neat, clean, and orderly to ensure a safe and welcoming environment. Porters work an eight-hour daily shift to empty trash receptacles, clean and sanitize restrooms, clean and dust offices and common areas, and maintain floor surfaces. Duties include sweeping, mopping, vacuuming, and buffing floors; cleaning restrooms and replenishing supplies, polishing brass, cleaning windows, and other tasks as assigned. May assist building trades and other Capitol Facilities staff as needed.

This is temp-to-hire position without benefits. The successful candidate will be initially employed by a leasing agency.

This job is part of the Michigan State Capitol Commission, which manages day-to-day operations and maintains, improves, and restores the Michigan State Capitol Building, Heritage Hall, and its exterior grounds.

### MINIMUM QUALIFICATIONS

- High school graduate or possession of a GED Certificate required.
- Previous janitorial or office cleaning experience desired.
- Excellent work attendance, dependability, and punctuality required.
- Excellent customer service and communication skills required.
- Must be physically able to perform the essential functions of the position, which include standing for extended periods of time and climbing stairs and ability to lift up to 25 pounds.
- Ability to work independently and accept a high degree of responsibility required.

### NECESSARY SPECIAL REQUIREMENTS

- Must be willing and able to work overtime and irregular hours as needed.
- Must be willing to be certified in first aid and CPR.
- Must pass criminal history background check.
- Must be non-partisan and maintain workplace confidentiality.

### HOW TO APPLY

Online applications only are being accepted through the State of Michigan's job posting website at <https://www.governmentjobs.com/careers/michigan>. Applicants must include a resume as a separate attachment in the online application. **The position will be posted until filled.**

The Michigan State Capitol Commission accept resumes and applications for employment only for current position vacancies. The MSCC is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record, handicap, gender identity or expression, sexual orientation, and other categories or groups protected by law. If an accommodation is needed during the application process, call the LSB Human Resources Office.

*Call the Legislative Service Bureau HR Office for questions at 517-373-9643.*