



MICHIGAN STATE CAPITOL COMMISSION

Job Posting

Posting & Application Period:
May 7, 2024, until filled

Porter (Leased Position)

DEPARTMENT:	Michigan State Capitol Commission – Facilities Operations
STATUS & HOURS:	Full-time Leased Employee, 40 hours per week
WORK SHIFT:	5:00 pm to 1:30 am, Monday – Friday
MINIMUM SALARY:	\$15.50 per hour
JOB LOCATION:	Capitol Building, 100 N. Capitol Avenue, Lansing, MI

GENERAL DESCRIPTION OF DUTIES

Employees in this job perform janitorial work to ensure that the Capitol Building is neat, clean, and free from clutter at all times. Porters work an eight-hour daily shift picking up trash, sweeping, mopping, vacuuming, and using industrial cleaning equipment to ensure the building is clean and functional. Duties include cleaning floors and restrooms, stocking cleaning supplies, polishing brass, cleaning windows, and other tasks as assigned. Excellent customer service is a must with this position. May assist building trades and other Capitol Facilities staff as needed.

This is a leased employee position without benefits to start. The successful candidate will be employed by a leasing agency.

This job is part of the Michigan State Capitol Commission, which manages, maintains, and restores the Michigan State Capitol Building and its grounds.

MINIMUM QUALIFICATIONS

- High school graduate or possession of a GED Certificate required.
- Previous janitorial or office cleaning experience desired.
- Excellent work attendance and punctuality 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.
- All employees 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.

For questions, call the Legislative Service Bureau Human Resources Office at 517-373-9643.