

The Arc North Florida

Dear Applicant,

Thank you for your interest in employment with our company The Arc North Florida.

You are reading this as a pre-application letter that will serve as a first interview and will provide details of the job description of a rest area attendant. It will also provide you with information concerning the pay scale and benefits offered for this position.

The Arc is an equal opportunity employer and maintains a drug free workplace. ALL applicants for this position will be required to pass a drug test prior to any employment offer being made.

ALL applicants must also provide a local law background check prior to an employment offer.

The duties of the attendants are to maintain the cleanliness and sanitation of the rest rooms and grounds at the interstate rest areas, weight in motion scales, and The Florida Welcome Center.

Attendant Duties: These are required duties. NOT ALL INCLUSIVE

1. Clean Toilets, Urinals, Sinks
2. Sweep, Mop, Scrub Floors
3. Clean by wiping and use of chemical, Wall, Windows and Mirrors.
4. Empty Trash cans inside and outside of the facility as needed.
5. Sweeping sidewalks and picking up litter on the grounds, curbs and gutters.
6. Lift on a frequent bases 35 pounds.

This position, is provided under a contract for people with disabilities by RESPECT of Florida and sites are inspected by the Florida Department of Transportation, and Infrastructure Corporation of America, their management company. Cleanliness, must be kept at contract specifications constantly as all of these agencies may inspect without notice. Continued employment is subject to performance of the specified duties as required by contract.

Attendants are paid for the entire shift including lunch and break periods, as they must always be available to the traveling public. Sleeping or any activity that removes you from the performance of your job duties and/or leaving the site without the Manager's approval will result in termination of employment.

This position may require you to work at one or all of the following locations.

1. The 14 S Florida Welcome Center on Interstate 75 South in Hamilton County, It is located 2 miles south of the Florida/Georgia State Line, near Jennings Florida.
2. The 101 North Weight in Motion Scales on Interstate 75 north, located one mile south of US 129 Jasper/Live Oak exit.
3. The 101 South Weight in Motion Scales on Interstate 75 South, located one mile south of the Jasper/Live Oak exit.
4. The 11 East Rest Area is on Interstate 10, located one mile east of state Road 137 exit in Suwannee County.
5. The 11 West Rest Area is on Interstate 10, located one mile west of the Interstate 10& Interstate 75 interchange in Columbia County.

While efforts will be made to arrange your job duties to be nearest to you home, no promises will be made to provide continual employment at any one site. The company will use you at other sites as need or requirements dictate.

The sites listed above are staffed 365 days per year, which includes Holiday's ,Weekends, and during bad weather conditions.

Rest Ares and Florida Welcome Center- Staff must be on site for all 24 hours of each day using three shifts, (1st) 12 midnight to 8am, (2nd) 8am to 4pm, (3rd) 4pm to 12 midnight.

Attendants may be asked to work a 12 hour shift if staffing are not available or conditions require.

Weight in Motion- Staffing for these sites are only one shift 7am to 3pm 365 days per year

The pay for an attendant at all of these locations is the state minimum Wage.() paid bi-weekly. A 10,000 life insurance coverage will be paid for all qualified staff, Heath Insurance is also available to full time employee's.

Wage increases are only provided when the State Minimum Wage is increased.

You application will be reviewed and you will be contacted to schedule a interview when positions become available. Only applicants that can sign and affidavit of good moral character and provides a acceptable back ground information will be contacted for an interview.

By Signing, I attest that I have read and understand the work needs, staffing requirements and minimum wage pay scale for these positions and acknowledge that this letter will be a permanent part of my employee record if hired.

We thank you for your interest,



Bobby Cason- Director of Operations

Applicants Signature