

CITY OF WOODLAND PARK JOB DESCRIPTION

Title: Custodian

Department: Park and Recreation - Aquatics

Grade: N/A – Part Time



CORE VALUES: Customer Service, Integrity, Stewardship, Team Building, Respect, Loyalty, Trust

SUMMARY

The Custodian position is responsible for performing various skills that are associated with the routine cleanliness of the facility and equipment. The job may require shifts ranging from early morning to evening hours, weekends and holidays.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for maintaining the cleanliness of the facility center floors, walls, bathrooms, locker rooms, cabanas, party rooms, pool decks.
2. Cleans, sanitizes and deodorizes restrooms, showers, locker rooms, cabanas, and fixtures including sinks, toilets and urinals. Ensure facility is kept neat and clean throughout shift by removing trash, refilling of supplies necessary for maintenance functions.
3. General cleaning of offices/rooms in building to include, lobby halls, tile floors, vacuum, mopping, cleaning fountains, table/counter top surfaces, benches, vending machines, windows.
4. Wear City uniform, keep clean and neat.
5. Maintain and prepare records related to work performed including timesheets, inventories, work orders, preventative maintenance, key system records, and inspection records.
6. Provide excellent customer service and maintains effective relationship with fellow workers.
7. Employ personal protection equipment (PPE) from other health hazards associated with job responsibilities.
8. Assist with set ups and take downs of rooms as assigned.
9. Inspects facilities for security, safety or needed repairs and takes appropriate action.
10. Assist with snow removal and keeping outside clean and free of debris.
11. Assist with annual facility shut down with assigned responsibilities.
12. Perform other duties as assigned.

SUPERVISION RECEIVED

Works under the direct supervision of the Assistant Aquatics Manager and/or Aquatics Manager.

SUPERVISION EXERCISED

None.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

1. Must have the ability to read and understand chemical labels and work documents.
2. Must be at least 18 years of age.
3. Ability to communicate effectively with public and co-workers.

4. Must be able to make sound decisions on a daily basis.
5. Knowledge of how to operate cleaning equipment.
6. Experience of cleaning buildings, labor experience in the field of building or facility maintenance preferred.
7. Valid driver's license.

Necessary Knowledge, Skills and Abilities

1. Ability to verbally and effectively communicate with City staff, general public and outside vendors.
2. Ability to multiple task and handle stressful situations.
3. Ability to understand and carry out written and oral instructions.
4. Ability to accurately record and maintain records relating to inspection and maintenance activities.
5. Ability to establish effective working relationships.
6. Ability to work independently and to complete daily activities according to work schedule.
7. Ability to meet the Physical Demands and willingness to function in the work environment as listed.
8. Skill in the operation of listed tools and equipment.

TOOLS AND EQUIPMENT USED

Personal computer, telephone, printer, and calculator. Pressure washer, wet vac, floor machine, washer/dryer and cleaning chemical dispenser.

PHYSICAL DEMANDS

Custodial staff must be able to move throughout the building, up and down ladders, through small spaces. Employee must be able to move furniture to clean around. Must have knowledge of how to operate cleaning equipment such as vacuum, mops, brooms and other cleaning equipment. Knowledge of basic hand power tools. Being proficient and taking pride in work is necessary.

WORK ENVIRONMENT

The work environment is in and around water and slippery surfaces with exposure to noise, fumes and hazardous chemicals. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the environment is often noisy and loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description.

Employee Signature _____ Date _____