

## **POSITION DESCRIPTION**

### **PART TIME CUSTODIAN**

Department: Recreation

Location: Community Recreation Center

### **GENERAL PURPOSE**

Under the general guidance of the Recreation/Parks Supervisor, the Custodian is responsible for the general cleanup of the Village facilities; both inside and outside premises.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs building custodial functions and duties, to include, but not limited to, vacuuming, cleaning, and buffing of floors and carpeted areas, office, and common areas, window washing.
- Perform similar or related work as situation and facility dictates.
- Takes down or sets up rooms for meetings/ rentals/ programs.
- Maintains inventory of supplies and lets Supervisor know if supplies are needed. (Toilet paper, paper towels etc.)
- Assures facility and surrounding areas are clean and attractive.
- Notifies Supervisor of needs for any repairs in the facility.
- Complete all other projects as assigned by the Supervisor/Program Administrator of Recreation, Parks and Community Activity.
- Ability to communicate effectively both orally and in writing.
- Ability to self-organize workload as to its priority and utilize time efficiently.
- Ability to work with other Village personnel, vendors, members of the public and other governmental entities in a courteous and efficient manner.

### **PERIPHERAL DUTIES**

Occasionally fills in for desk staff

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Graduation from a high school or GED equivalent.
- (B) Posses and maintain valid Ohio Driver's License.

- (C) Working knowledge of the materials, supplies, equipment and methods used in cleaning operations.
- (D) Working knowledge of proper safety standards, procedures and techniques of custodial work.

Necessary Knowledge, Skills and Abilities:

- (A) Skill in operation of listed tools and equipment.
- (B) Perform duties accurately; effectively meet and deal with the public; read, write and communicate effectively using the English language.
- (C) Must pass required background checks.

SPECIAL REQUIREMENTS

CPR and First Aid Certification Necessary.

TOOLS AND EQUIPMENT USED

Variety of buffers, polishers, and similar cleaning equipment.

Telephone system; Central Cash software, copy machine and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This Multi – function facility including program areas requires a high level of contact with members and the community.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, equipment, or controls; and reach with hands and arms.

The employee must lift and/or move up to 50 pounds on a repetitive basis and occasionally 90 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Will be required to attend meetings and activities outside of the handicapped assessable building that may not be handicap accessible.

The noise level in the work environment is usually quiet; however the environment may range from quiet to noisy in a very short period of time.

SELECTION GUIDELINES

Formal application, review of education and experience to determine Knowledge, Skills and Abilities; oral interview and reference check; job related tests may be required.

DISCLAIMER:

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.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position classification. It is not intended to be constructed as an exhaustive list of responsibilities, duties and/or skills required of personnel so classified. Employees are required to perform duties assigned by their supervisor.

Employee \_\_\_\_\_  
Date \_\_\_\_\_

Supervisor \_\_\_\_\_  
Date \_\_\_\_\_