

Washington Park District

Job Description

Part Time Recreation Building Custodian

General Description:

Under the direction of the Recreation Manager and the Superintendent of Parks & Property, the Part Time Recreation Building Custodian's primary duty is to clean and prepare parts of the building for facility activities. The Part Time Recreation Building Custodian's hours will range from 3 to 4 hours per day (between hours of 1-7pm and up for discussion), with extended hours for special cleanups as needed and on some weekends for special events.

The Part Time Recreation Building Custodian is responsible for performing the essential functions as outlined in this description along with the day-by-day cleaning checklist.

Compensation:

\$10.00/hour

Qualifications:

Applicant must be 16 years or older. Previous cleaning experience preferred, which provides the required knowledge, skills and abilities. Individual must be First Aid and CPR certified or willing to acquire certification.

Objectives:

- To assist the Recreation Building Custodian to clean and prepare parts of the building for facility activities as directed in the daily cleaning list or otherwise as needed.
- To identify additional areas needing immediate attention regarding cleaning or maintenance.
- To identify and communicate maintenance problems immediately before they become hazardous to visitors and staff members.
- To provide friendly customer service to any participant, visitor or staff member that you may come in contact with during the work shift.

Essential Functions:

- Be on time for scheduled shifts and properly prepared for work.
- Preview the day's work schedule and complete the tasks as assigned.

Specific duties may include:

- Clean, sweep, and mop hallways, stairwells, rooms and gymnasium floors
- Cleaning outside grounds
- Washing windows
- Empty out garbage cans
- Clean mirrors
- Clean, empty garbage, sweep and mop all washrooms

- Clean drinking fountains
- Stock dispensers of towels and toilet paper
- Clean fitness room and fitness center, stock hand towelettes
- Vacuum carpets
- Organize supply room
- Set up, break down and clean designated rooms for room rentals and facility events

Marginal Functions:

- Snow shoveling and salting
- Minor maintenance repairs
- Miscellaneous projects as needed
- Assist all employees of the Park District with any additional tasks as needed.

Psychological Considerations:

The Part Time Recreation Building Custodian must be able to work independently, reporting to the Recreation Manager, Building Custodian or the Superintendent of Parks & Property. He or She must also be able to work with the general population, including children, parents and staff and be able to recognize and take appropriate action to correct safety hazards.

Physiological Considerations:

The Part Time Recreation Building Custodian may be required to work long periods outside under a variety of weather conditions. He or she will be required to be able to lift, turn and carry 65 pounds at least 10 feet, and placing this load on shelves at chest height. He or She must be able to set up, break down and move furnishings, equipment and supplies. This person must be able to clean surfaces of various heights from the floor to the ceiling.

Environmental Considerations:

The Part Time Recreation Building Custodian may be required to work during various weather conditions, including hot temperatures, cold temperatures and in the snow or rain.

Cognitive Considerations:

The Part Time Recreation Building Custodian must have the ability to read, write and organize material. Must be able to read the cleaning list and perform each task on the cleaning list appropriately. Must be able to supervise participants of Park District Programs and have safety awareness.

Signature of Part Time Recreation Building Custodian

Date