

**Job Title:** Custodian, part-time  
**FLSA Status:** Non-Exempt  
**Pay Classification:** Hourly, part-time, \$13.00 - \$17.00 per hour  
**Department:** Parks & Recreation  
**Reports To:** City Administrator

### **Job Summary**

The part-time custodian is a part-time, FLSA non-exempt hourly position in the Parks & Recreation Department and is responsible for performing a full range of custodial, cleaning, and light maintenance duties in city park(s), municipal buildings, facilities, and adjacent grounds. The primary function of the part-time custodian is to provide a sanitary, clean, and appealing environment in all city owned and operated facilities. This includes but not necessarily limited to park restrooms, office restrooms, offices, activity areas, hallways, storage areas, doors, windows, mirrors, and other facilities in an efficient and effective manner.

### **Job Duties:**

- Performs a variety of recurring general cleaning duties in offices and buildings such as but not limited to sweeping, vacuuming, mopping, dusting, cleaning, and sanitizing walls, floors and ceilings as needed.
- Keeps buildings and offices in a clean and orderly condition.
- Cleans mirrors and glass desk/tabletops in offices.
- Empties trash receptacles in offices, replaces liners/bags, and transports collected waste to outdoor disposal areas.
- Transports rolling trash cans from various locations in the park, storage and assigned collection area(s).
- Performs some grounds maintenance and maintains building exteriors in a neat and orderly fashion, such as picking up trash and debris and cleaning doors and windows.
- Cleans, disinfects, and deodorizes restrooms, including sinks, showers, urinals, and toilets.
- Restocks restroom paper and soap supplies as needed.
- Stores and restocks garbage can liners and cleaning supplies.
- Periodically uses a ladder to dust and clean walls, ceilings and light fixtures.
- Uses required personal protective equipment.
- Assists with set-up and take-down before, during and after city events.
- Works daytime, evening, weekday and weekend hours.

- Secures facilities outside of operating hours by locking doors and arming security alarm systems.
- Notifies supervisor of any needed repairs or maintenance issues.
- Maintains logs and schedules for cleaning activities, noting areas needing additional care or monitoring.
- Regularly communicates status of activities and facilities to supervisor.
- Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

- Maintains a clean, tidy and safe work area.
- Uses cleaning tools and equipment in a safe and effective manner.
- Works efficiently, completes tasks and projects despite frequent unscheduled interruptions.
- Maintains excellent public relations in a helpful, courteous, and professional manner.
- Communicates effectively verbally and in writing.
- Maintains tools and equipment in a clean, safe and orderly manner.
- Frequently bends, stoops, squats, and twists.
- Frequently walks and stands for extended periods of time.
- Must be able to lift and carry at least 25 pounds.
- Works indoors and outdoors while subjected to moderate temperature extremes; wet or humid conditions; and windy or dusty conditions.
- Works efficiently and effectively independently and in a teamwork environment.

**Education and Experience:**

- High School Diploma or Equivalent preferred
- One year's experience in custodial or housekeeping duties in a public or commercial environment.
- Must maintain a valid driver's license.