



CITY OF SUNSET HILLS JOB DESCRIPTION

Job Title: Part-Time Custodian
Department: Parks + Recreation Department
Reports To: Building Maintenance Supervisor
Status: Part-Time
Starting Pay: \$15.00/hour
Shifts: Various shifts, mostly evening and weekend hours
Submit Application and Resume via: sunset-hills.com/employment

Summary

Responsible for regular cleaning and general maintenance of city buildings. Performs manual work of routine difficulty. Work involves moderate physical exertion, frequent lifting and moving of heavy equipment. Work will include non-routine and weekend hours.

Essential Duties and Responsibilities include the following. *The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Responsible for all cleaning tasks at The Sunset Hills Community Center and other city facilities as assigned.
- Sets up and takes down equipment for meetings, special events and recreation programs.
- Operation of heavy to light equipment and tools including power washers, floor scrubbers, floor buffers, steam cleaners, air compressors, generators, pumps, man-lifts and hand tools.
- Performs routine cleaning, sanitizing, disinfecting, recycling, stocking, painting and waxing.
- Removes snow and litter from building entrance, front steps and sidewalks.
- Responsible for inspecting building for safety hazards and correcting and/or notifying supervisor if needed.
- Responsible for opening and/or closing the building, depending on work shift.
- Responsible for maintenance and inventory of supplies and equipment used to clean facility.
- Informs supervisor of all information regarding the physical facilities.
- Accountable for providing responsive customer service to clientele.
- Responsible for maintaining a safe and clean environment.

Education and Experience Required

High School diploma and experience in custodial services, maintenance, public works or related field. Applicant must have a valid driver's license. Applicant must pass a national background screening and if selected, pass a drug screening as well.

Knowledge, Skills and Abilities

Knowledge of

- The use of tools, equipment, products and materials used in an assigned area of work

- General cleaning practices and procedures
- Safety practices and guidelines
- Municipal maintenance operations and standards

Ability to

- Work independently and efficiently without routine supervision
- Assess the assigned work and determine necessary tools and supplies to complete the tasks
- Exercise care to avoid accidents
- Acquire and maintain the identified licenses or certifications needed to perform the work
- Perform strenuous activities under adverse weather conditions such as removal of snow or litter
- Communicate oral and written information effectively
- Interpret oral and written communication
- Interpret and follow facility schedules and room diagrams
- Work as part of a team

Language and Mathematical Skills

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to add, subtract, multiply and divide using whole numbers, common fractions and decimals. Ability to compute rates, ratios and percentages.

Mental and Physical Demands described 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 meet these demands.

Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to verbally communicate to exchange information. Must be able to stand for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach and twist; to lift up to 25 pounds and carry, push, and/or pull amounts of weight (up to 50 pounds).

Work Environment

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud. The outdoor work environment may result in exposure to extreme weather conditions such as heat, cold and humidity. May work near moving mechanical parts, in high and precarious places, around fumes or airborne particles and toxic or caustic chemicals, and may be at risk for electrical shock.

The City of Sunset Hills is an Equal Opportunity Employer. Reasonable accommodations will be provided as required by law.

The above statements are intended to describe the general nature and level of work being performed by person assigned to the position. The description is not intended to be an exhaustive list of responsibilities, duties and skills required.