

**CITY OF BENTON, ARKANSAS
JOB DESCRIPTION**

Job Title: Custodian	Reports To: Facility Maintenance Supervisor
Department: Parks & Recreation	Pay Grade: TBD
Division: Parks & Recreation	FLSA Status: Non-Exempt
Direct Reports: None	EEO Category: Service / Maintenance

GENERAL DESCRIPTION OF POSITION

The Custodian is responsible for maintaining the cleanliness and appearance of all Parks facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Uses of materials and equipment, such as chemicals, vacuums, steamer, buffers, and carpet extractors in a safe and proper manner;
- Sweeps, wet & dry vacuums, mops, and cleans baseboards;
- Cleans, polishes, and dusts;
- Cleans restrooms, including all fixtures, and replenishes paper products;
- Cleans all interior and exterior glass and glass doors;
- Removes trash from all containers;
- Keeps sufficient cleaning and paper supplies in inventory, requests cleaning supplies and equipment as needed;
- Courteous and helpful to customers, staff and public;
- Other duties as assigned.

QUALIFICATIONS

- High School Diploma or GED required;
- Previous custodial experience preferred;
- American Red Cross Certification preferred;
- Previous customer service skills;
- Ability to read and understand material data sheets;
- Ability to work independently in a very busy environment;
- Ability to follow through and complete assignments with attention to detail.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations. While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to walk, sit, reach with hands and arms; and occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision; and color vision.

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ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud. The employee frequently works outside, in wet and humid conditions with extreme heat within the pool area, and in an office environment with exposure to fumes, dust, toxic or caustic chemicals.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible