



## CITY OF BENTON

### Custodian Job Description

<b>Job Title:</b> Custodian	<b>Department:</b> Parks & Recreation
<b>Classification:</b> Non-Exempt	<b>Reports to:</b> Building Maintenance Superintendent
<b>EEO Category:</b> Part Time	<b>Pay Grade:</b> \$14.91 - \$22.11 per hour

### SUMMARY

The **Parks & Recreation Custodian** is responsible for maintaining the cleanliness and appearance of all Parks & Recreation facilities. Position is deemed essential personnel and safety sensitive.

### ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties of the position:

- 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.
- Monitors readiness and accessibility of public restrooms and reports any necessary repairs to management.
- Available to work nights, weekends, Overtime, Holidays and City events as needed or scheduled.
- Other duties as assigned.

This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.

## **ENVIRONMENT & PHYSICAL ACTIVITY**

The noise level in the work environment is usually moderate to loud. The employee frequently works outside in adverse weather conditions. The employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat, vibration, and exposure to fumes, dust, toxic or caustic chemicals. The position may require regularly driving a motorized vehicle.

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 frequently required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision; and color vision.

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

## **MENTAL DEMANDS**

The incumbent must perform detailed work. Incumbent must be able to work in a constant state of alertness and concentrate for long periods of time and foster a quality work environment by building employee trust and confidence.

## **SAFETY SENSITIVE**

This position is designated as a safety sensitive position because it requires the regular handling of chemicals. Performing this job in a discreet and professional manner always requires alertness. Any lapse of attention could have a significant financial impact on the City and its customers.

## **MINIMUM REQUIREMENT & COMPETENCIES**

Basic experience, knowledge and training in Parks & Recreation typically resulting from a combination of education or years of experience in Parks or Recreation or the equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to satisfactorily perform the essential functions of the positions.

Basic Qualifications:

- High school diploma, or equivalent, required.
- One (1) year general work experience, preferred.
- American Red Cross Certification or must be able to obtain certification within six (6) months of employment.

Knowledge

- Knowledge of health & safety practices.

Skills

- Energetic personality with strong interpersonal communication skills.
- Strong sense of ownership and initiative, collaborative and flexible attitude.

Abilities

- Ability to communicate in a positive, friendly manner to employees, supervisor, coworkers, clients, etc. at all times.
- 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.

**ACKNOWLEDGEMENT**

Management reserves the right to change this job description at any time according to business needs. This document does not represent a contract of employment and is not meant to alter the at-will status of employee's employment in any way. The City of Benton reserves the right to change this job description and/or assign tasks for the employee to perform, at any time, with or without notice, as it may deem appropriate.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_