

Parks and Recreation Facility Custodian

SUMMARY: Under basic supervision, performs a variety of tasks in keeping the cleanliness of Parks and Recreation facilities, and performs related work, as required.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:

- Clean Facilities - Sweep/mop floors; sweep gym floors; disinfect tables and chairs; empty trashcans; wipe glass doors and windows; disinfect door handles and light switches; vacuum carpeted areas/rugs
- Clean Bathrooms - Sweep/mop floors; disinfect stall latches and flush handles in bathrooms; clean toilets; empty trashcans; stock bathrooms with paper towels, toilet paper, soap, and other essential items
- Maintain Beauty at City Parks - Empty trashcans at parks; clean/maintain upkeep of park signs; pick up litter around park and facilities
- Prepare Rental Rooms for Events – arrange tables and chairs; maintain cleanliness of tables and chairs; maintain cleanliness of rooms prior to and after event
- Observe and maintain established safety policies and procedures and take appropriate precautions to preserve their own safety and others during the course of performing daily tasks.
- Operate vehicles and equipment in a safe and efficient manner; and perform related duties and responsibilities, as required.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma OR GED equivalent

Knowledge of:

- Basic cleaning tools
- Occupational hazards and safety precautions required
- Principles and practices of custodial work

Possess Skills in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Lifting and transporting materials and supplies weighing up to 100 pounds.

- Using patience, tact, diplomacy, and courtesy in dealing with the public and employees.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

Possession of a valid, unrestricted, Mississippi driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, odors, and dust. Physical demands require bending, stooping, and frequently lifting moderately heavy and heavy objects. Must be able to lift up to 100 pounds. Some exposure to hazardous chemicals. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.