



EXCELSIOR SPRINGS

Parks · Recreation · Community Center

Job Title:	Custodian	Job Category:	Maintenance
Department/Group:	ESPRCC	Supervisor:	Maintenance Facility Coordinator
Location:	ES Community Center	Date Closing	Open until filled
Level/Salary Range:	C Starting at \$14.31/hour	Position Type:	Part-time

The Custodian performs manual work involving janitorial, building operations, and maintenance duties in the Community Center and on the Community Center property.

ESSENTIAL JOB FUNCTIONS:

1. Perform custodial work in keeping the building, adjacent grounds and equipment in an orderly condition.
2. Vacuums, sweeps, scrubs, strips and waxes floors.
3. Dusts and polishes furniture and woodwork.
4. Empties and cleans waste receptacles; empties and maintains recycling bins.
5. Washes windows and walls.
6. Ensures doors are locked to facilitate security (when applicable).
7. Replaces light bulbs.
8. Cleans restrooms and locker rooms.
9. Maintain grounds by watering, weeding, and reducing litter.
10. Removes snow from sidewalks and areas around the building,
11. Sets up rooms, furniture and appliances for meetings.
12. Reports building repair needs and malfunctions.
13. Maintains inventory of custodial supplies.
14. Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. Must be at least 16 years of age.
2. Some experience in janitorial, building, and mechanical work is desirable.
3. Ability to work with minimal supervision.
4. Proficient with handling basic maintenance repairs.
5. Considerable knowledge of cleaning methods, materials, and building equipment.
6. Skill in the use of cleaning equipment and machines.
7. Ability to maintain simple records.
8. Physically agile and dexterous.
9. Ability to lift at least 50 pounds.



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PREFERRED SKILLS:

1. Ability to follow written and verbal instructions.
2. Ability to assist in other department activities.
3. Ability to establish and maintain effective working relations with coworkers and the public.
4. Ability to make work-related decisions in accordance with department policies and regulations with a minimum of supervision.
5. Ability to establish good working relationships with public, subordinates and supervisors.
6. Ability to maintain self-control and composure and set a professional example for the staff and participants.
7. Ability to demonstrate a strong commitment to patron services.
8. Ability to understand, analyze and implement ideas and concepts.
9. This work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. Must be able to complete pre-employment physical skills at any point during employment.
10. The employee frequently lifts light and heavy objects, and uses tools or equipment requiring a high degree of dexterity.
11. Ability to work nights and weekends with irregular work hours.
12. Exposure to communicable diseases and bodily fluids.
13. Must be able to lift, push, pull, and carry up to 50 pounds in weight. Proper lifting techniques required.
14. Position may require bending, leaning, kneeling, and walking.

ADDITIONAL NOTES:

This position description has been prepared to assist in defining job responsibilities, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Director retains and reserves any or all rights to change, modify, amend, and or delete, any section of this document as it deems, in its judgment, to be proper.