

POSITION DESCRIPTION

Class Title: Part-Time Custodian
Department: Buildings & Grounds
Date: January 30, 2023

Job Code Number:
Grade Number:

GENERAL PURPOSE:

To clean city facilities and other related work as required during weekends and after regular city hours.

SUPERVISION RECEIVED:

General supervision is provided by Buildings & Grounds supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Cleans and sanitize bathrooms including toilets, urinals, stall doors, sinks and mirrors using established practices and procedures, refill dispensers.
- Empty/clean trash containers; collect and remove trash and recycling.
- Vacuum all carpeting in offices and lobby; sweep and mop tile floors daily.
- Clean all glass and mirror surfaces including entry doors, room mirrors, and exterior windows as needed.
- Clean tabletops, counters, and chairs.
- Perform other duties that may be assigned.

OTHER DUTIES:

Please note this job description is not designed to cover or contract a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from a high school or GED equivalent.

SPECIAL REQUIREMENTS:

- Read and understand verbal or written job instructions and warning labels.
- Use good judgement to work safely and use equipment properly.
- Knowledge of all types of cleaning chemicals, floor finishes and their application.

PHYSICAL DEMANDS:

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.

- Bending body downward and forward by bending spine at the waist.
- Bending legs at knee to come to a rest on knee or knees.
- Bending the body downward and forward by bending leg and spine.
- Moving about on hands and knees or hands and feet.
- Extending hand(s) and arm(s) in any direction.
- Using upper extremities to press against something with steady force to thrust forward, downward or outward.
- Using upper extremities to exert force to draw, haul or tug objects in a sustained motion.
- Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Applying pressure to an object with the fingers and palm.
- Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.

The physical requirements of this position require medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The conditions the worker will be subject to in this position.

- The worker is subject to both environmental conditions. Activities occur inside and outside.
- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
- The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
- The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently encounters exposure atmospheric and environmental conditions, high noise levels, and hazardous moving equipment parts.

This position requires some weekend and odd workweek hours with some split shifts.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: 12/9/2022

Revision History: