



Job Description
Facilities Custodian
FLSA Status Part-Time

MISSION STATEMENT:

As the heart of the community, the Eaton Area Park and Recreation District strives to inspire and encourage healthy lifestyles by serving the physical, social, and mental needs of all ages.

SCOPE OF POSITION:

General Statement of Duties: Part-time Custodian; approximately 28 hours per week. Hours Sunday - Saturday.

Eaton Area Park and Recreation District.

Supervision Received: Works under the direction of the Facilities Division Coordinator.

FLSA Status: Non-Exempt

Hourly Wage: \$14.50/Hr Part-Time

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for maintaining the overall appearance and cleanliness of the Eaton Area Community Center, to include custodial service, light maintenance, and light snow removal.
- Performs routine custodial tasks daily, including sweeping, mopping, vacuuming carpets, dusting, scrubbing, sanitizing, cleaning mirrors, windows, garbage removal, and operating cleaning equipment.
- Clean and light maintenance of office areas, locker rooms, restrooms, break rooms, conference rooms, fitness mezzanine, community rooms, and all other areas as assigned.
- Assists in event set-up and tear down in party and community rooms.
- Responsible for properly handling and organizing custodial supplies and assisting in maintaining adequate inventory of chemicals, and supplies for assigned areas.
- Complete all workplace safety trainings, wear proper personal protective equipment (PPE) for hazardous assignments, and contribute to a safe work environment. Demonstrate an enthusiasm for enhancing the overall guest experience by providing a clean, safe, and sanitary facility.
- All other duties as assigned.



QUALIFICATIONS:

Education and Experience:

- Must be at least 16 years of age.

Necessary Knowledge, Skills, and Abilities:

- Ability to work weekends and daytime hours
- Self-motivated and ability to work with little supervision
- Knowledge of safe cleaning practices, and experience in commercial cleaning is a plus.
- Ability to work under stressful situations and conditions; ability to stay calm; must have excellent conflict resolution, and problem-solving skills.

REQUIRED KNOWLEDGE AND SKILLS:

- Excellent communication skills and positive attitude.
- This position is subject to the Drug and Alcohol-Free Workplace Program. This includes pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands described here are representative of those an employee would typically encounter while performing the essential duties and responsibilities of this position.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.



JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have reviewed the Facilities Custodian job description, and I understand my job duties and responsibilities. I am able to perform the essential functions as outlined with and without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of the District, listed as other duties as assigned.

If I have any questions about job duties not specified in this description, I should discuss them with my immediate supervisor or a member of the management staff.

Name (Printed): _____ Date: _____

Signature: _____