

Job Description
THE CITY OF MIDDLEBURG HEIGHTS

JOB TITLE: Custodian
DEPARTMENT: Recreation
IMMEDIATE SUPERVISOR: Custodial Supervisor
JOB CLASSIFICATION: Part Time Non-Exempt
PAY GRADE: 3
STARTING PAY RATE: \$11.00 Per Hour

BASIC FUNCTION:

This position reports to and is under the general direction of the Custodial Supervisor and is responsible for the completion of varied custodial assignment required to keep public facilities clean, presentable, and sanitary. Job assignments include, but are not limited to, the cleaning of the Community Center, its furnishings and fixtures, performing heavy and light cleaning duties, performing preventative and minor maintenance / repairs, maintaining equipment and supply inventories, monitoring the Community Center to ensure proper operations and safety, preparing rooms for rental and programming needs, provides customer service to center visitors and coworkers.

QUALIFICATIONS:

- Previous experience working in a customer-oriented environment
- Previous experience working in the cleaning or custodial field preferred
- English literacy and excellent communication skills
- Ability to work well on a team and provide excellent customer service and work product
- Desire to work with all coworkers in a fast paced environment
- Presents a positive image of self and of the city to all visitors
- Satisfactory visual and auditory surveillance, alertness, stamina, and dexterity
- Assist all visitors and coworkers to the Recreation Department with courtesy and professionalism
- Capable of exercising good judgment, acting responsible, receiving feedback, and guidance
- Flexibility to adjust to changing workload and assignments
- Valid driver's license with an acceptable driving record
- Ability to communicate effectively in written, oral, and electronic form
- Ability to work independently
- Basic computer literacy

JOB RESPONSIBILITIES:

- Understand and utilize the required safety and proper protective equipment required for assigned job duties
- Perform repetitive manual tasks
- Use power tools and cleaning equipment, including but not limited to brooms , mops, vacuums, floor scrubbers, burnishers, lifts, ladders, and other similar equipment / tools
- Ensure effective communication of information to supervisors and coworkers
- Performs preventative maintenance and minor repairs to Community Center and its equipment
- Reports building system and equipment malfunctions to appropriate parties

- Assembles equipment and furniture
- Perform heavy and light cleaning assignments including but not limited to: Emptying waste baskets, garbage cans, and recycling bins; Dusts and washes furniture, shelves, blinds, desks, and other; Polishes woodwork and furniture; Cleans drinking fountains; Cleans glass areas including mirrors, doors, windows, display cases, and partitions; Vacuums carpeting, blinds, drapes, and vents; Washes walls, ceilings, and light fixtures; Cleans and sanitizes restrooms, locker rooms, and showers; Refills soap, towel, toilet paper, and other dispensers; Cleans, maintains, and stocks custodial closets and storage areas; Cleans kitchens; Cleans flooring (carpet, tiles, wood, laminate, and any athletic surface)
- Ensure Community Center areas are neat and orderly
- Ensures all doors, locks, safes, and rooms are closed and secured as needed
- Responds to security and fire alarms and notifies appropriate authorities
- Reports building system and equipment malfunctions to appropriate parties
- Ensures compliance with safety standards
- completes setup of rooms for events, rentals, activities, and programs
- Ensures rooms and areas are clean and orderly
- Moves equipment, chairs, and tables per event, rental, activity, or program needs
- Ability to multi-task
- Assists with Recreation Department special events as needed (Summer in the City, Holiday Decorating, and Fall Fest etc.)
- Complete assignments and duties in a timely manner and by established timeframes
- Assists with other daily operations and special functions of the Recreation Department
- Understands departmental goals, objectives, policies and procedures
- Responds to all internal and external customers within 24 hours
- Maintain a positive environment for employees, members, guests and participants
- Develop and maintain effective working relationships with supervisors and co-workers
- Be a positive team member that supports all members of the team through personal energy, integrity, business credibility, optimism and presence
- Requires strong written and verbal communication skills
- Respond to emergency situations and apply appropriate safety and security precautions
- Recognize unusual or threatening situations
- Create an inclusive environment for all people
- Maintain and increase knowledge and skills through attendance at meetings, conferences, training seminars, and in-service training sessions
- Other duties as assigned

WORKING CONDITIONS:

The Custodian is required to work a flexible schedule, including days or nights, weekends, and holidays. This position may be required to transport supplies to and from other local destinations, travel between City buildings; work outside and be exposed to adverse weather conditions, work in small areas, work at a height no greater than 30 feet, and regularly use cleaning supplies and chemicals. This position is also required to work around indoor and outdoor aquatic facilities.

PHYSICAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the

employee is regularly required to stand; sit; use hands to handle or feel; talk and hear; and use custodial equipment such as brooms, mops, vacuums, floor scrubbers, burnishers, lifts, ladders, and other similar equipment / tools. The employee is frequently required to reach and push/pull with hands and arms. The employee is required to stand, walk, stop, kneel, climb, and crouch. The employee must occasionally lift and/or move up to 50 pounds and occasionally more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

*An individual who poses a direct threat to the health and safety of himself/ herself or others in the workplace will not be deemed qualified for this position.

If interested, please complete an employment application at the Middleburg Heights Community Center front desk. This job posting is available until position is filled. Thank you.

The City of Middleburg Heights Human Resources
440-234-8989 x1281