

CITY OF LIBERTY
Seasonal/Temporary Job Description

JOB TITLE: Custodian
REPORTS TO: Building Maintenance Technician
DEPARTMENT: Parks & Recreation
PROGRAM: Community Center Maintenance

JOB SUMMARY

Manual work in the custodial care of the Liberty Community Center and adjacent grounds. Serves as an ambassador for the Center greeting customers with a cheerful and positive attitude and tending to customer needs.

JOB SCOPE

Custodial care of the Community Center, ensuring its cleanliness and aesthetic beauty. Minor repair and replacement of broken or used-up equipment such as light bulbs, glass, etc. Follows facility maintenance inspections and reports any facility damages or concerns.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Clean all carpet, tile floors and gym floor by trash pick up, vacuuming, dry and wet mopping, waxing and polishing.
2. Disinfect bathroom and locker room areas cleaning toilets, urinals, sinks and shower areas.
3. Wipe down all sinks and water fountains.
4. Clean windows and walls and dust furniture.
5. Pick up trash outside on the facility grounds, sweeping sidewalks and removing snow and ice. Squeegee off standing water.
6. Empty trash and clean receptacles and replace liners.
7. Unstop sinks and toilets.
8. Moves furniture and equipment.
9. Arranges tables and chairs for meetings and special events.
10. Performs related work as required (see custodial daily responsibilities).

OTHER ASPECTS OF THE JOB

Ability to work with minimum supervision and direction.