

Department: Parks, Recreation and Tourism Pay Grade: Part-Time
Reports To: Operations Supervisor FLSA Status: Non-Exempt
Last Revised: 09/2009 Last Reviewed: 09/2009

GENERAL STATEMENT OF DUTIES

Performs repetitive manual work involving the efficient cleaning of the Green Ridge Recreation Center/grounds and the performance of project work. Applies specific procedures to recurring situations. Performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Responsible for the safe and proper use of materials and equipment, such as chemicals, vacuums, buffers, and carpet extractors.
- Sweeps, vacuums, mops, and waxes floors.
- Dusts furniture and woodwork.
- Cleans and polishes woodwork and furniture.
- Cleans restrooms, including all fixtures, and replenishes paper products.
- Cleans interior and exterior glass partitions and glass doors.
- Removes trash from all containers.
- Requests cleaning supplies and equipment as required.
- Performs a variety of routine cleaning tasks.
- Assists with the maintenance of exterior grounds.
- Set up and breakdown rooms as needed for rentals, programs, and special events.
- Attends monthly safety meetings.
- Provides customer service.

POSITION REQUIREMENTS/PREFERENCES

Education Preferred: Graduation from High School or equivalent

Experience Required: Prior experience in the cleaning of buildings

Certifications/
Licenses Preferred: Current CPR, First Aid, and AED certification.

Knowledge, Skills
and Abilities

- Good knowledge of cleaning methods, materials, and equipment.
- Ability to use a variety of cleaning materials and equipment safely, efficiently and effectively; follow simple oral and written instructions; and to understand and follow instructions covering cautions and use listed on containers of materials used for custodial work.

Additional Requirements Subject to a complete criminal history and Child Protective Services background search with acceptable results. Good physical condition. Following a conditional offer of employment, must pass a post offer physical examination. Must be able to perform the job as described in the Physical and Environmental Demands section of this job description. Must be willing to work a flexible schedule including nights, weekends and some holidays.

Supervisory Responsibilities N/A

OVERALL PHYSICAL STRENGTH DEMAND

Moderate Lift and/or exert force up to 20 - 50 lbs occasionally, 10 - 25 lbs frequently, or up to 10 lbs constantly and requires walking or standing to a significant degree.

PHYSICAL DEMANDS

C = Continuously 5.5 to 8+ hours daily F = Frequently 2.5 to 5.5 hours daily O = Occasionally Up to 2.5 hours daily R = Rarely Less than 1 hour per week N = Never Never occurs

Code	Physical Demand	Code	Physical Demand
C	Standing	R	Sitting
C	Walking	O	Lifting
F	Carrying	O	Pushing/Pulling
F	Reaching	C	Handling
R	Fine Dexterity	R	Kneeling
F	Crouching	R	Crawling
F	Bending	O	Twisting
O	Climbing	R	Balancing
C	Vision (Correction Required)	C	Hearing
F	Talking	O	Foot Controls (driving, operation of equip, etc.)

ENVIRONMENTAL FACTORS

D = Daily W = Several Times Per Week M = Several Times Per Month S = Seasonally R - Rarely N = Never

Code	Health and Safety	Code	Environmental Factors
D	Mechanical Hazards	D	Dirt and Dust
D	Chemical Hazards	S	Extreme Temperatures
R	Electrical Hazards	D	Noise and Vibration
N	Fire Hazards	D	Fumes and Odors
N	Explosives	W	Wetness/Humidity
D	Communicable Diseases	R	Darkness or Poor Lighting
N	Physical Danger or Abuse		Other (specify)

PRIMARY WORK LOCATION

Green Ridge Recreation Center

MACHINES, TOOLS, EQUIPMENT, WORK AIDS

Vacuum cleaner, mop, floor buffer, floor scrubber, putty knives, razor blades in addition to other cleaning equipment.

PROTECTIVE EQUIPMENT REQUIRED

Gloves, eye protective ware, face mask, closed toe shoes.