

CITY OF WAUPACA

JOB DESCRIPTION

Position Title:	Facility Custodian
Status:	Part time, hourly, non-represented
Departments/Location	Parks and Recreation Department/Recreation Center; City Hall/Library and Police Station
Reports To:	Director of Parks and Recreation, Superintendent of Parks and Library Director
Employees Supervised	None
Interrelationships:	This employee has frequent contact with the public and other employees.

Position Summary:

This position performs a wide range of cleaning and general maintenance duties including; general cleaning, vacuuming, dusting, wet mopping, window cleaning, bathroom/shower cleaning, garbage removal, replenishing paper supplies, recycling, basic repair and any other duties assigned. This position works a general schedule typically being between 10 – 15 hours per week.

Position Duties:

Essential Job Functions:

1. Clean bathrooms, showers, meeting rooms and office areas to include vacuuming.
2. Operate a floor cleaning machine and scrub floors
3. Set up tables and chairs for events.
4. Clean outside the building(s) where needed in all kinds of weather.
5. Bag and remove garbage from the building.
6. Inventory equipment and supplies used and provide supervisor with list of needed cleaning and paper supplies.
7. Some minor snow removal as needed.
8. Other duties as required.

Qualifications:

1. Must be at least 17 years if age.
2. Must be able to lift at least 20 pounds.
3. Must be able to endure all types of weather.
4. Must be able to work effectively with other employees and the public.
5. Must have excellent communicative skills with the public.
6. Must be able to work with cleaning supplies and handle them.
7. Must be able to operate cleaning equipment.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and other job functions include those that are considered secondary to the overall purpose of the job. This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Created November 2009