

CITY OF SHELBYVILLE, TENNESSEE
CUSTODIAN RECREATION CENTER (FULL-TIME)

DEFINITION:

The employee is under the direction of the Facility Maintenance Supervisor/Head Custodian. Directions can be general or specific and independent judgment is needed to complete some tasks.

The employee is responsible for maintaining the cleanliness of the facility and the surrounding grounds during an assigned shift. The employee is also responsible for the set-up of equipment for various activities. The employee will perform other duties as required.

BENEFITS:

This is a full-time position with an hourly rate of \$13.20 per hour. The City provides a comprehensive benefits package.

EQUIPMENT / JOB LOCATION:

- The employee uses cleaning equipment including mops, brooms, buffing machines, vacuums and various other kind of janitorial equipment.
- The employee will work both inside the building and outdoors on the grounds and surrounding area.
- The use of a ladder is required for some duties.
- Some work will be performed during inclement weather.
- The employee is exposed to dirt, dust, grease, loud noises, various cleaning chemicals, trash and bodily fluids.
- The employee will drive light duty vehicles for hauling related equipment to and from locations.
- Some evening, Holiday and weekend work may be required.

PHYSICAL REQUIREMENTS

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

- This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day.
- The employee may be required to lift objects weighing more than 25 pounds
- This position requires the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Also includes the necessity to communicate by talking, hearing/listening.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus, for operation of machines and equipment, determination accuracy and thoroughness of work, and observation of general surroundings.

ESSENTIAL FUNCTIONS OF THE JOB:

Essential and other important responsibilities and duties may include, but are not limited to the following:

1. The following items will be done on a routine basis: sweeps, mops, strips, waxes and polishes floors, stairwells and walk areas; vacuums and cleans/shampoos carpets; dusts & polishes furniture and other equipment, washes walls and cleans windows.
2. Maintains and cleans restrooms, drinking fountains and kitchen area in a sanitary manner. Replaces soap and paper products in dispensers.
3. Removes litter and waste paper from inside the building and on the grounds surrounding the building.
4. Makes minor repairs to building and equipment as directed.

5. Makes sure equipment is in clean, safe and operable condition at all times. Performs minor servicing of equipment.
6. Changes light bulbs as needed in all areas of the building.
7. Sets up, takes down and stores tables, chairs and other equipment for meetings and other activities held in the building.
8. Performs painting as required.
9. Makes reports and required paperwork as requested by supervisor.
10. Utilizes safety measures and assists in the overall safety at all times insides the building and on the grounds.
11. Stands, walks, twists and stoops for extended periods of time while making repairs and setting up equipment.

REQUIRED KNOWLEDGE AND ABILITIES:

1. Knowledge of basic custodial procedures and the types of cleaning, chemicals, floor finishes and their applications.
2. Knowledge of maintenance requirements and use of cleaning and repair equipment.
3. Some knowledge of and the ability to learn occupational hazards and safety precautions.
4. Knowledge of and the ability to use hand tools with reasonable degree of skill.
5. Knowledge of and the ability to operate janitorial equipment such as buffers, carpet cleaners, etc.
6. Ability to understand and carry out oral and written instructions and posted schedules with a minimum of supervision.
7. Ability to perform a variety of routine cleaning tasks.
8. Ability to establish and maintain an effective working relationship with the public and other employees.
9. Ability to distinguish between cleaning materials.
10. Ability to report to work as scheduled and notify the appropriate individual in advance if unable to work.

RECOMMEND QUALIFICATIONS:

Any combination of training and experience equivalent to:

- Graduation from a standard high school or GED equivalent preferred.
- Experience in minor building repairs and painting.
- Experience in custodial work.
- Possess valid TN Driver Licenses.
- Pass a background check, physical & drug tests

APPLICANT/EMPLOYEE ACKNOWLEDGMENT:

The job description for the position of Custodian (FT) for the City of Shelbyville Parks & Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the essential functions of the job as outlined with or without an accommodation?

Yes _____ No _____

Signature

Date