

NESSLER/DOYLE CUSTODIAN - PT

Reports to: Reservations Coordinator

Department: Recreation & Tourism

Position Control No.: 7420

Exempt Non-Exempt

Full Time Part-Time Seasonal

Department Head Approval: _____ Date: _____

JOB SUMMARY: Under direct supervision of the Reservations Coordinator and general supervision of the Administrative Assistant, responsible for continuous maintenance of recreation centers, gymnasiums, and surrounding parks; report to and follows written and verbal instruction.

ESSENTIAL JOB FUNCTIONS:

1. Keep center open during operating hours; work safely in all sections of the recreation department; work alone or with other staff in performing various tasks required to assure the center operation in a safe and acceptable manner.
2. Maintain an effective line of communication between all staff; communicate with other staff to pass on shift procedures that need to be completed; communicate effectively with the public; represent department and City in a positive manner.
3. Responsible for general setup and breakdown of specified rooms; read over daily sheets to be informed of daily scheduled events; check each room to make certain it is ready for events of the day or night; record attendance at each event on daily sheets.
4. Constantly clean to maintain overall clean appearance of the building; empty trash daily; wash walls and doors regularly; clean all trash cans weekly.
5. Maintain general upkeep of outdoors: sweep entrances; remove trash and weeds from flower beds and poolside planters; keep flags in good repair; keep parking lot free of trash; keep dumpster area clean.
6. Mop floors daily or as needed for special functions; strip, wax, and buff floors monthly; touch up painting as needed.
7. Know location and operating instructions of building equipment; report any damages to the building or its contents.
8. Work in tight or enclosed areas; work in bending position or on knees for extended periods of time; operate various handheld electrical tools including, vacuum cleaner, carpet extractor, floor scrubber, and buffer; climb a ladder while performing various duties, such as changing light bulbs and painting.
9. Be prepared to work weekends, holidays, and/or evenings for special programs, parades, dedications, events, etc. Assume responsibility for helping plan, coordinate, decorate, and run these special programs and events.
10. Communicate effectively official plans, policies and procedures and enforce rules and regulations to general public.
11. Ensure that work areas are adequately maintained to prevent accidents, including daily maintenance and inspection of buildings; report potential hazards or unsafe conditions to supervisor.
12. Identify and resolve problems in a timely manner; develop alternative solutions and use reason even when dealing with emotional topics.

ESSENTIAL QUALIFICATIONS:

1. High school diploma or GED.
2. Valid Texas commercial driver license with an acceptable driving record.
3. Considerable knowledge/experience in youth activities

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, walk, reach with arms, use hands to finger, handle or feel, stoop, kneel, crouch and crawl. The employees must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. The employee should have the ability to develop and maintain effective relations and the ability to cope with large crowds and high noise levels.

This position also requires that you work under the supervision of the Full Time Recreational Aide to assure the continuous operation of all recreational center programs both indoors and outdoors in extreme conditions or inclement weather.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you cable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date