



## **Custodian (Part-time) POSITION DESCRIPTION**

### **PART-TIME CUSTODIAN JOB DESCRIPTION**

#### **GENERAL PURPOSE**

Responsible for cleaning and maintaining all areas of the Recreation and Aquatic Center as needed or directed by management. This position plays a key role in ensuring a clean, safe, and welcoming environment for patrons and staff. Work will primarily take place after regular business hours, with some flexibility in scheduling.

#### **SUPERVISION RECEIVED**

Works under the general supervision of the Recreation & Aquatic Center Managers.

#### **SUPERVISION EXERCISED**

None.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Clean and sanitize all areas of the Recreation and Aquatic Center, including but not limited to locker rooms, bathrooms, hallways, offices, fitness areas, and common spaces.
- Perform after-hours deep cleaning of locker rooms and bathrooms.
- Empty trash and recycling receptacles and ensure proper disposal.
- Sweep, mop, vacuum, dust, and disinfect surfaces as directed.
- Maintain an organized cleaning schedule and ensure tasks are completed thoroughly and on time.
- Monitor and maintain cleaning supply inventory, report shortages to management promptly.
- Safely operate custodial tools, equipment, and cleaning chemicals in accordance with safety standards.
- Identify and report maintenance or repair needs to management.
- Assist with event setup, breakdown, and general facility preparation as needed.
- Perform other related custodial duties as assigned by the Recreation & Aquatic Center Managers.

#### **DESIRED MINIMUM QUALIFICATIONS**

##### *Education and Experience*

- High school diploma or GED equivalent preferred.
- Previous custodial or facility maintenance experience preferred but not required.

##### *Necessary Knowledge, Skills, and Abilities*

- Must be punctual, reliable, and organized.
- Ability to work independently with minimal supervision.
- Knowledge of standard cleaning methods, practices, and procedures.
- Ability to operate custodial tools and equipment safely and effectively.
- Strong attention to detail and commitment to quality work.
- Ability to establish and maintain cooperative working relationships with staff and patrons.

### **SPECIAL REQUIREMENTS**

- Must be at least 18 years of age.
- Must be available to work primarily after business hours, with some flexibility in scheduling.
- Limited to a maximum of 19 hours per week.

### **TOOLS AND EQUIPMENT USED**

Custodial supplies and equipment including vacuum cleaners, carpet cleaners, mops, brooms, cleaning chemicals, and related tools.

### **PHYSICAL DEMANDS**

The physical demands attached hereto 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 essential functions.

- The employee must be able to lift or move up to 50 pounds.
- Frequent walking, standing, bending, kneeling, and reaching are required.
- Specific vision abilities include close, distance, color, peripheral vision, depth perception, and the ability to focus.

### **WORK ENVIRONMENT**

- Lighting: natural and fluorescent.
- Exposure: regular exposure to cleaning chemicals, odors, and potentially slippery surfaces.
- Temperatures: moderate indoors, occasional exposure to outdoor conditions.
- Noise: usually moderate.

The work environment characteristics attached hereto are representative of those an employee encounters while performing the essential functions of this job.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interviews, and reference checks; job-related tests may be required.

This job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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**FUNCTIONAL JOB DESCRIPTION**

DATE: \_\_\_\_\_

Position: \_\_\_\_\_ Custodian

Employee Name: \_\_\_\_\_

Physician Approval: \_\_\_\_\_

Date Developed: 09/10/25 Revisions: \_\_\_\_\_**PHYSICAL DEMANDS**

Note: In terms of a four-hour workday.

ACTIVITY	HOURS AT ONE TIME	TOTAL IN AN 8 HOUR DAY	COMMENTS
Sit	0	0	
Stand	3	3	
Walk	1	1	

Occasionally = 1% - 33%      Frequently = 34% - 66%      Continuously = 67% - 100%

ACTIVITY	NON E	OCCASION AL	FREQUENT LY	CONTINUOUS LY	COMMENTS
Bend/Stoop			X		
Squat		X			
Crawl		X			
Climb		X			Step Stool or Ladder
Reach		X			
Reach above shoulder level		X			
Crouch		X			
Kneel		X			
Balance		X			
Push/Pull		X			

**PHYSICAL DEMANDS**

ACTIVITY	MAXIMUM	FREQUENTLY	CONTINUOUSLY	COMMENTS
Carry (pounds)	50 pounds			
Lift (pounds)	50 pounds			

ACTIVITY	RIGHT	LEFT	COMMENTS
Use of foot controls.			
Simple hand grasping	X	X	
Firm hand grasping	X	X	
Fine manipulating	X	X	

**SENSORY PERCEPTIONS**

ITEM	YES	NO	COMMENTS
Hearing: Less than 40db loss @ 500 Hz, 1000 Hz, and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on machined parts.	X		
Color Perception	X		
Depth Perception	X		
Less than arm's length work.	X		
70 ° field of vision.	X		
Potential Safety hazard.	N/A		
Requires protective clothing or personal protective devices.	X		
Correctable vision to 20/40 Near/Far	X		

**ESSENTIAL FUNCTIONS**

<b>WORKING CONDITIONS</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Worker is subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature changes.	X		Humidity from pool.
The worker is subject to outside environmental conditions; no effective protection from weather.	X		
The worker is subject to both environmental conditions; activities occur inside and outside.		X	
Worker is subject to extreme cold, temperatures below 32° for periods of more than one hour.		X	
Worker is subject to extreme heat, temperatures above 100° for periods of more than one hour.		X	
Worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.	X		
Worker is subject to vibration; exposure to oscillating movements of the extremities or whole body.		X	
Worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on high places, exposure to heat or chemicals.	X		
Worker is subject to atmospheric conditions; one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases, or poor ventilation.	X		Cleaning supplies.
Worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.		X	
Worker is subject to scheduled overtime.	X		
Worker is subject to unscheduled overtime.	X		
Worker is subject to emergency situations involving hazards, elements, and limited response time, creating stressful situations.	X		

Worker is subject to night work hours.	X		
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**MENTAL DEMANDS**

MENTAL DEMANDS	YES	NO	INTENSITY/COMMENTS
Public Contact:			
Routine	X		
Complaint	X		
Emergency	X		
Handling Conflict	X		
Handling multiple priorities	X		
Make decisions with limited information.	X		
Make non-routine or unexpected judgments.	X		
Operate in absence of clear expectations or procedures.	X		
Operate under short time frames; deadlines	X		
Serious consequences of error.	X		
Use of tact and diplomacy.	X		
Reasoning:			
Apply procedure	X		
Develop new procedure	X		
Information ordering: arrange things or actions in a certain order.	X		
Visualization: imagining how something will work.	X		
Comparison of letters, numbers, or patterns quickly and accurately.	X		
Communication Skills:			
Develop written communications requiring grammar skills.	X		
Interact with customers on an explanatory basis.	X		
Interact with groups of people.	X		
Math Skills:			
Basic skills of addition, subtraction, and multiplication.	X		
Advanced math skills.		X	
Reading Skills:			
Basic instructions material	X		
Technical information	X		

**JOB DESCRIPTION EMPLOYEE AGREEMENT  
FOR CUSTODIAN**

I, \_\_\_\_\_, have read and understand that the duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date