

City of Fulton
POSITION DESCRIPTION

JOB TITLE: Part-Time Custodian

DEPARTMENT: Legend Rec-Plex, Parks and Recreation

DATE: 3/23

IMMEDIATE SUPERVISOR: Facility Supervisor, Legends Rec-Plex

SUMMARY: Responsible for all custodial and maintenance needs of Legends Rec-Plex and light maintenance within the Parks and Recreation Department as assigned.

KNOWLEDGE REQUIREMENTS

- Valid Missouri driver's license.

ESSENTIAL FUNCTIONS:

I. Cleaning Duties 50% of Time

- A. Cleans windows, floors, and steps throughout the building assuring for thoroughness.
- B. Vacuums carpets on a regular basis.
- C. Removes trash and place in dumpster on a daily basis.
- D. Dusts and wax furniture as needed.
- E. Cleans and disinfects restrooms; recycles paper, cans, and cardboard; restocks paper and soap dispensers throughout the building.
- F. Sweeps exterior of main entrances to the buildings as needed.
- G. Provides set-up and clean-up for special events and activities within the rec-plex.
- H. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
- I. Deals with the public in a positive manner.
- J. Adheres to routine checklists

II. Maintenance Activities 50% of Time

- A. Monitors plumbing, lights, heat/air conditioning units and brings to the attention of the supervisor any defects found.
- B. Shovels and de-ice snow from building entrances as needed.
- C. Assists maintenance department with minor repairs in other departments as requested by supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- Average accessibility of all work sites required for the position.
- Average exposure to chemicals and fumes.
- Average exposure to heights.
- Average exposure to work safety hazards.
- Average amount of overtime/extended work hours required.
- Average exposure to dust.
- Average exposure to loud noises.
- Average exposure to darkness.
- Average exposure to cramped spaces.

PHYSICAL EFFORT

- Normal physical mobility: movement from place to place on the job, considering distance and speed.
- Normal physical agility: ability to maneuver body while in place.
- Normal physical strength to handle routine office materials and tools.
- Above normal physical strength to handle 80 lb. objects, considering frequency.
- Normal dexterity of hands and fingers.
- Normal physical balance: ability to maintain balance and physical control.
- Normal coordination, including eye/hand, hand/foot, etc.
- Normal endurance.