

## JOB DESCRIPTION



<b>Department</b>	Maintenance
<b>Location</b>	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
<b>Job Title</b>	Full-time Custodian
<b>Classification</b>	Hourly/Non-exempt
<b>Pay Range</b>	\$15.38/hr. - \$20.77/hr. 5A01

### Job Summary

The primary duties for the full-time Custodian include but are not limited to: cleaning men's/women's locker rooms and restrooms, cleaning floors, washing walls and glass, and removing rubbish. Minor facility maintenance duties also include replacement of lights, event/room set-up, tear downs, painting interior/exterior, taking aquatic readings, operate ice resurfacing equipment, clearing snow or debris from sidewalks and to ensure overall cleanliness of the RecPlex. This position reports to the Facilities Superintendent of Maintenance.

### Job Duties

- Service, clean or supply locker rooms and restrooms.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming without waiting for directions.
- Gather and empty trash.
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Clean windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Requisition supplies or equipment needed for cleaning and maintenance duties.
- Dust furniture, walls, machines, or equipment.
- Strip, seal, finish, and polish floors.
- Open/Close the facility by performing a physical inspection of the entire building.
- Learn and operate in a safe manner the ice resurfacing equipment.
- Maintain equipment tracking records and aquatic readings.
- Use proper care of maintenance and athletic equipment when handling.

### Knowledge

- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

### Skills

- Giving full attention to what other patrons, co-workers, supervisor, manager on duty and director are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Be courteous and professional with patrons of the RecPlex.

### Abilities

- Read and understand MSD sheets for guidelines and precaution when dealing with chemicals.
- Setup and tear down athletic equipment.
- Work from a master calendar/schedule to perform preventative maintenance on equipment within the scope of this position.
- Identify equipment repairs and notify appropriate staff for repairs.
- Operate a shovel or snow removal equipment to remove snow from sidewalks.
- Compassionately empathize with patrons of the RecPlex that have special needs due to age or other cognitive and physical disabilities.
- Understand written and verbal instructions from Facilities Director, Maintenance Supervisors and Managers on Duty.
- Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Ability to exert maximum muscle force to lift, push, pull, or carry objects.
- Ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.

- Bend, stretch, twist, or reach with your body, arms, and/or legs.
- Ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

**Physical Requirements**

- High degree of public interaction and communication with exposure to periods of high-volume activity.
- Works primarily in an indoor environment and works closely with others. While performing the duties of this job the employee is occasionally exposed to wet and/or very humid conditions; hot and/or cold conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. Work subject to varying shifts and schedules. Physical activities include long periods of standing, sitting, talking, listening, reading, moderate lifting (20-100lbs) and moving about the facility. While performing the duties of this job the employee is regularly required to use hands to finger, handle or feel, and be able to talk and hear.
- Specific vision abilities required by this job include close vision, color vision and depth perception.
- Uniform will be worn at all times while on duty. All uniforms will be clean and in good condition (no holes).
- No visible body piercing or tattoos.

**Requirements - educational, certifications and experience**

- Must have a High School Diploma or equivalent.
- Must have valid Driver's License.
- Must have some knowledge of cleaning procedures.
- CPR/AED and First Aid Certifications required within 3 months of hire.

I have read and understand the job duties and physical requirements of this position.

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Signature

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Date

Village of Pleasant Prairie is an Equal Opportunity Employer.