

JOB DESCRIPTION



Department	Facilities
Location	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
Job Title	Part-Time Custodian
Classification	Hourly/Non-exempt
Pay Range	\$12.00/hr. - \$16.00/hr. PT1216

Job Summary

The Custodian is a part-time position in the Facilities Department and reports to the Facilities Coordinator. To ensure overall cleanliness of the RecPlex primary duties include, but are not limited to: cleaning locker rooms, restrooms, cleaning floors, washing walls and glass, and removing rubbish. Minor facility maintenance duties also include event/room set-up, tear downs, clearing snow or debris from sidewalks and assist with additional maintenance tasks as needed.

Job Duties

- Service, clean or supply locker rooms and restrooms.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
- Gather and empty trash throughout the facility.
- Dust furniture, walls, machines, and equipment.
- Strip, seal, finish, and polish floors with the use of chemical cleaners and power equipment.
- 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.
- Identify equipment and building repairs and notify appropriate staff for repairs.
- Requisition supplies or equipment needed for cleaning and maintenance duties.
- May open and close the facility by performing a physical inspection of the entire building.
- Maintain equipment tracking records (Carts, Radios, Keys).
- Use proper care of maintenance and athletic equipment when handling.
- Must be able to safely follow all emergency procedures including fire, tornado, lock down and any other emergency that may occur.
- Follow all RecPlex and OSHA safety guidelines.
- Calmly and safely handle medical emergencies including providing first aid and CPR.
- Participate in and may assist with scheduled in-service trainings and staff meetings.
- Maintain positive working relationship with supervisors, co-workers, parents and participants; promote teamwork and support overall goals of the Facilities Department.
- Consistently strive to follow through or exceed the expectations of RecPlex members and prospective customers.
- Adhere to all department policies and procedures.
- Performs other duties and special assignments as directed within the scope of the Facilities Department.

Physical Requirements

- Must be able to listen and communicate effectively as well and understand operating procedures and written directives.
- High degree of public interaction and communication with exposure to periods of high activity and possible stressful situations.
- Work is performed in an indoor and outdoor environment with exposure to both warm and cold temperatures, heavy humidity, slippery surfaces, water and pool chemicals. The work requires long periods of attentiveness, standing, walking, pulling, pushing, reaching, carrying, cleaning, visual monitoring, verbal and written communication, hearing, and moderate lifting (20-50 lbs).
- Uniform will be worn at all times while on duty.
- Schedule to be set by Facilities Supervisor; evening and weekend work may be required.

Requirements - educational, certifications and experience

- Must have a High School Diploma or equivalent.
- Must have or obtain CPR/AED and First Aid within three (3) months of hire.

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

Signature

Date

Rev. 1/2023

Village of Pleasant Prairie is an Equal Opportunity Employer.