



PARKS & RECREATION CUSTODIAN

CLASSIFICATION

Non-Exempt

REPORTS TO

Administrative Manager and Assistant Park Director

PAY

Minimum of \$15.00/hr

HOURS

Hours are typically Monday through Friday from 7:30 AM – 4:30 PM. Adjustments may be made by the supervisor to accommodate evening and/or weekend work based on activities scheduled.

JOB SUMMARY

Under moderate supervision, the Parks and Recreation Custodian is responsible for maintaining clean and safe facilities owned by West Feliciana Parish Government, specific to the Parks & Recreation Department. These duties involve both cleaning and non-cleaning tasks as deemed appropriate by the Supervisor.

ESSENTIAL JOB FUNCTIONS

- Perform routine cleaning at designated buildings/areas as scheduled by supervisor.
- Stock and maintain restroom supplies and notify supervisor of items needed.
- Stock and maintain custodian supplies and notify supervisor of items needed.
- Properly dispose of waste from all designated buildings/areas.
- Maintain overall cleanliness of building interiors by sweeping, vacuuming, mopping, dusting, restroom cleaning, etc.
- Maintain overall cleanliness of grounds and building exteriors by the removal/prevention of pests, cleaning exterior fixtures such as lights, windows, and doors, litter and debris removal, sweeping, etc.
- Notify supervisor of need for repair and/or maintenance unable to be completed by Custodian.
- Notify supervisor of unsafe conditions to be addressed.
- Empty waste receptacles and dispose of properly.
- Complete additional cleaning tasks as assigned by supervisor.
- Prepare for specialty events, such as sports practices, games, private parties, and/or community events which may include work schedule adjustment to allow for decorating, setting up, ordering/stocking supplies, etc.
- Perform and document routine inspection, cleaning, and maintenance activities.
- Maintain Safety Data Sheets (SDSs) as required by OSHA's Hazard Communication Standard (29 CFR 1910.1200(g)).
- Follow all health and safety regulations as required by federal, state, local, and internal policy/law.

**Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. West Feliciana Parish is an Equal Opportunity Employer.*

ADDITIONAL RESPONSIBILITIES

- Perform various errands assigned by supervisor as related to job assignments.
- May decorate for holidays.
- May remove stains from carpets, hard floors, and counters using chemicals and cleaning solutions.
- Periodically may be responsible for light vegetation care such as weed removal from flower beds, watering plants, etc., as assigned.
- Periodically may be responsible for pressure washing buildings, sidewalks, fences, etc., as assigned.

EDUCATION/EXPERIENCE

- High school diploma or equivalent.
- At least 1 year of experience in a janitorial or custodial job.

SPECIAL REQUIREMENTS

Valid driver's license.

KNOWLEDGE, SKILLS, ATTRIBUTES

- Working knowledge of janitorial equipment, including carpet/floor cleaners, vacuums, etc.
- Ability to establish and maintain effective working relationships with others.
- Ability to understand and effectively carry out oral and/or written instructions.
- Ability to work as an individual and in group settings.
- Excellent customer service skills.
- Detail-oriented and well organized.
- Ability to perform the physical requirements of the position.

WORK ENVIRONMENT / PHYSICAL DEMANDS

The physical demands of this job described here are representative of those that must be met by an employee to successfully perform the essential job functions of this job. While performing the duties of this job in both indoor and outdoor settings, the employee is regularly required to stand, walk, bend, kneel, stoop, crouch, crawl, and climb all day. The employee is regularly required to reach with hands and arms and must frequently lift and move items up to 50 pounds. The employee will regularly be exposed to varying weather conditions, dust and mud, fumes, airborne particles, moving mechanical parts, vibrations, and various walking surfaces. The employee must be able to drive a parish vehicle.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.