



Department:	Parks and Rec
Supervisor:	Facilities Supervisor
Prior Revision Date:	9/9/2014
Last Revision Date:	9/9/2014
Revision Made By:	SP
Revision Reviewed & Approved by:	SG
Employment Status:	PMEA Union
Date Provided to Bargaining Unit	12.14.2022

Job Description

PARKS AND RECREATION Custodian

Definition

The Custodian is a member of the Parks and Recreation Departmental team and provides general care and janitorial duties at the Petersburg Community Center.

Supervision Received

The Custodian reports to the Parks and Recreation Supervisor.

Supervision Exercised

None.

Duties *(The duties listed in this section are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

The Custodian accomplishes the following:

- Sweeps, mops and buffs community center floors;
- Replaces trash can receptacles;
- Cleans and sanitizes toilets, locker/bath room floors, and shower stalls;
- Vacuuming and floor cleaning;
- Cleaning of doors and windows;
- Plunging toilets, steam cleaning carpets; and
- Performs other duties as assigned.

Distinguishing Characteristics

The work assigned to the Custodian is characterized by the diversity of tasks performed. This person is required to have tactful customer relations skills with people of all ages. The position requires that the person perform the great majority of their work indoors. The person in this position needs to understand verbal directions, and work with minimal supervision.

Working Conditions

The employee in this position performs duties indoors and is exposed to a variety of cleaners. The employee must be skilled in the use of cleaners, cleaning equipment; and knowledge of their safe operation. The position comes in frequent contact with the general public of all ages. The person in this position must have the ability to lift up to 50 pounds on a regular basis and be available to work nights, dependent on the department’s needs.

Qualifications

Must possess a current and insurable Alaska State Driver’s license.

Any combination of experience and education which provides the applicant with the following attributes:

- Janitorial work;
- Ability to work a variety of cleaning equipment;
- Ability to work with minimal supervision;
- Ability to operate small cleaning machines;
- Ability to recognize limitations and consult further resources for answers;
- Ability to establish and maintain a positive relationship with the community
- Must be accurate, dependable, neat and thorough in assigned tasks. Must be able to keep work areas neat and clean;
- Ability to establish and maintain effective working relationships with fellow employees;
- and
- Works cooperatively with supervisors and displays willingness to assist co-workers.

Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.

Employee

Supervisor

Date

Date