

Mecosta County Park Commission
Job Description
SEASONAL CUSTODIAN

General Summary: Under the supervision of the Building & Grounds Manager or Park Manager, participates in the work necessary to provide safe, sanitary, clean and attractive buildings for their intended public use. The primary responsibility of the Custodian is to clean and sanitize park buildings. This individual should be able to assist in and know another park position, such as Office Ranger, and must be willing to float between all of the Mecosta County parks if necessary. The park employee should report any situations that might require attention (examples: speeding, noise, complaints, malfunctioning equipment, damaged or missing park property) to a ranger. Weightlifting Limit: all employees be able to lift at least 35#.

Conduct: Conduct, both inside and outside the park boundaries, whether in uniform or not, should convey a favorable impression to the public and never reflect negatively upon the Mecosta County Park Commission. Employee is expected to remain professional at all times while interacting with patrons, management and co-workers.

Drug Free Workplace Policy: Acknowledgement and compliance with the County of Mecosta Drug Free Workplace Policy is a condition of employment. Passing of a pre-employment physical is a requirement of this position.

Hours of Work: Due to the nature of the job, employees will be expected to work weekends and holidays. Employee shall report to work on time and stay on duty for their entire scheduled shift but may be sent home during slow business periods or inclement weather. A standard work week consists of up to forty hours per week, five days a week, with two days off per week. Employee will leave and return on time when utilizing meal and break periods. Work schedules, days off, break periods, etc., will be determined by the Building & Grounds Manager or Park Manager. Additional work hours may be required of the employee due to unusual circumstances (emergencies, employee absenteeism, exceptional park usage, etc.)

Minimum Entrance Requirements: Applicant must be at least 18 years of age. Applicant should be a self-motivator and demonstrate good communication skills.

Cleaning Hours: Restrooms and bathhouses will have a thorough cleaning at least twice a day. Once in the a.m. and again in the p.m. Spot checks shall be made at regular intervals throughout the day. Heavy usage on holidays and busy weekends may require additional cleaning time. Other park buildings will be cleaned as usage demands. Cleaning times will be set by the Building & Grounds Manager or Park Manager and may be changed as special situations dictate.

Equipment - Supplies - Work Area: The area in each building that is set aside for storage of cleaning and restroom supplies shall be kept clean and orderly at all times. All cleaning equipment shall be kept clean, properly stored, and in good working order at all times. Make sure that enough supplies and equipment are stocked to carry through until the next ordering period.

Tools and Equipment: The proper use of tools and equipment used in the cleaning of the park buildings will be explained to the employee during training, and/or by the Park Manager.

Cleaning Standards: The cleaning standards listed are minimum standards only. A higher degree of cleanliness for the park buildings shall be the goal for custodial personnel. The custodian's job is such that it will reflect on the overall impressions that a park user will have of the entire park system.

Typical/Essential Duties: After each task is complete, it shall reflect these qualities:

- Trash containers shall be clean, without soiled areas inside or out, and without any odor.
- All ceilings, walls, partitions, furniture, etc., shall be free of cobwebs, dust, graffiti, fingerprints and streaks inside and outside of the building.
- Floors shall be free of litter, dirt, sand, stains and streaks.
- Mirrors and windows shall be clean, without streaks or film.
- Toilets, urinals and sinks shall be clean and without rust or mineral stains. Underside of unit shall be as clean as top portion.
- Showers shall have clean white grout areas and have no buildup of soap film on walls, floor, or grates.
- Lights, ledges, and fixtures shall be cleaned and polished.
- Doors and doorframes shall be clean and free of fingerprints.
- Outside walks shall be swept and free of litter.
- All buildings shall not only be clean, but fresh smelling and free of objectionable odors.

The above statements are intended to describe the general nature and the level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list. This position also includes all jobs/duties assigned by park management or their superiors.

As a potential employee for the Mecosta County Park Commission, it shall be understood that the nature of this position may require you to temporarily work in another Mecosta County Park location or assist with other duties as needed.

I have read the above job description and understand that the duties listed above are general in nature and not all-inclusive. I also understand that I may be temporarily transferred to another park if it is deemed necessary by the Mecosta County Park Commission. Additionally, I understand that this is hourly at-will (and can be terminated with or without cause) position that may require more than a forty-hour workweek during the peak operating season in order to fulfill my responsibilities.

Signature: _____

Date: _____