



JOB DESCRIPTION

Maryville Parks & Recreation

1407 N. Country Club Road Suite 200, Maryville, MO 64468

Office 660.562.2923 · Fax 660.562.3829

Job Title: Maintenance Custodian

Department: Community Center

Supervisor's Title: Parks & Recreation Director

Employment Type: Part Time

Exempt Status: Non-exempt

Date Modified: 2/18/2016

JOB SUMMARY:

Under the direction of the Parks and Recreation Director, this position is responsible for the maintenance and general custodial duties of the Community Center. Duties include room set up and tear down, cleaning of facility and equipment, trash disposal, routine maintenance, and snow removal.

ESSENTIAL FUNCTIONS:

Custodial Duties

- Cleans and sanitizes all restrooms, locker rooms, drinking fountains, etc.
- Vacuums carpets
- Dust mops floors
- Damp mops floors
- Dusts all furniture, equipment, counters, etc.
- Performs glass cleaning of windows, doors and mirrors
- Empties trash receptacles and disposes in dumpster
- Cleans meeting rooms & gym and arranges tables and chairs
- Operates hand and power equipment such as floor scrubbers, buffers, etc.
- Strips, waxes and buffs all tile and gym floors as necessary

Maintenance Duties

- Paints doors, trim, walls and toilet partitions
- Replaces ceiling tiles and light bulbs
- Operates and maintains heating, venting, and air conditioning system, and including checking thermostats through the computer in the building
- Performs minor plumbing and electrical repairs, and carpentry work
- Performs repairs as needed on cardio and weight equipment
- Maintains inventory of all Safety Data Sheets (SDS) and properly labeling all chemicals
- Shovels snow and sands walkways
- Maintains inventory of cleaning supplies and makes request as needed
- Orders, purchases, receives and stores supplies

SECONDARY FUNCTIONS

- Performs other duties as assigned for the effective operation of the Community Center

SUPERVISORY FUNCTIONS

- None

KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of housekeeping
- General knowledge of heating, plumbing, electrical systems, and including learning the operating computer system
- Skills in the operation of power tools and equipment
- Ability to carry out duties reliably and predictably with minimal supervision

REQUIRED EDUCATION AND EXPERIENCE

- High School diploma preferred
- Valid Missouri Drivers required
- Experience with sealing and waxing floors is preferred

PHYSICAL CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift or carry objects between 15 – 50 pounds
- Ability to bend, push, pull, grasp, climb, and reach

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to outside weather conditions; risk of electrical shock.

The noise level in the work environment is usually average with it becoming louder while operating cleaning equipment. The level of work is medium and involves – cleaning, general maintenance, shoveling snow, and some computer work involved. Duties are generally performed in a controlled environment indoors.

The work schedule is generally 20 hours per week on the weekdays, with the ability to work additional hours and some weekends as required.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.