

## CITY OF LEAVENWORTH

### CUSTODIAN/JANITOR JOB DESCRIPTION - YEAR 2015 24 HOUR TEMPORARY POSITION

**TITLE:** FESTHALLE CUSTODIAN

**LOCATION:** LEAVENWORTH FESTHALLE

**FLSA STATUS:** Non-exempt

**SALARY RANGE:** \$10.50 - \$14.50 per hour

#### **POSITION SUMMARY:**

Under direction from the Festhalle Manager, this position is responsible for performing all necessary janitorial cleaning tasks and event setups as required by specific Festhalle Use Contracts. This position is a part - time, non-exempt, position. The Custodian/Janitor does not include all essential tasks, all nonessential tasks, and/or all responsibilities of the position. To be successful in this position, an individual must be able to perform all essential functions satisfactorily when assigned. Scheduled work times will be weekdays, weekends, evening or early morning hours to accommodate facility users.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Clean floors: sweep, dust, wet mop, scrub, or vacuum.
- Service, clean, supply restrooms: toilets, urinals, sinks, fixtures, floors, trash, lockers etc.
- Wet mop, strip, wax, seal and buff floors when requested.
- Trash pick-up and removal; take to designated dumping area.
- Wash windows.
- Vacuum, spot clean and shampoo carpets.
- Dust and clean light fixtures and blinds.
- Wash walls.
- Loading, unload, distribute supplies, service lobbies and high use areas, and perform special cleaning.
- Operate powered equipment typically used in custodial operations.
- Keep janitorial closets clean and orderly.
- Perform other related duties as directed.

### **GENERAL RESPONSIBILITIES:**

- Complete and submit accurate time sheets.
- Work adjusted schedules and/or overtime as required.
- Maintain a safe working environment. Report unsafe conditions to Festhalle Manager.
- Read and follow all label instructions on chemical materials and operating Instructions for powered equipment.
- Report out-of-order equipment to Festhalle Manager.
- Treat all building occupants with courtesy and respect at all times.
- Report accidents immediately to supervisors.

### **QUALIFICATIONS:**

- Knowledge of cleaning solutions and janitorial equipment.
- Able to bend, stoop and reach.
- Work with and around chemical cleaning compounds.
- Lift and carry objects weighing up to approximately 50 lbs.
- Operate powered equipment normally found in janitorial operations.
- Organize work and follow cleaning schedules.
- Able to communicate effectively with facility occupants and supervisor.
- Work around the public.
- Work as a member of a team.

### **WORK ENVIRONMENT:**

1. Workers risk physical hazards from working in and around traffic, heavy machinery, heights above six feet, and confined spaces. Exposure to noise and cleaning chemicals, fumes, gases and odors, including sewage, is routine. This work requires the ability to see, hear and smell in order to detect problems associated with mechanical, chemical, and other hazards that may affect personal and public safety.
2. The employee will be required on occasion to work in outside weather conditions, in cold, hot, dry, wet and/or humid conditions.

### **POSITION SAFETY PRACTICES:**

1. Complies with federal, state, county, and City of Leavenworth laws, rules, regulations, ordinances, and policies;

2. Performs work within WISHA safety standards and the City's Accident Prevention and Safety Program (Printed 2-25-2002; distributed 6-24-2002) with consideration for public safety and convenience;
3. Identifies unsafe working conditions and deficiencies and takes appropriate action to immediately correct them;
4. Seeks instruction for unaddressed safety and health situations from competent, qualified employees, supervisors, and/or management;
5. Attends safety meetings when scheduled;
6. Uses protective clothing and personal protective equipment when and where required or necessary;
7. Performs work in a smoke and drug free work environment to promote health, safety, and productivity.

### **TERM OF EMPLOYMENT:**

Individual filling the position will be required to pass a physical evaluation to assess individual abilities to meet the essential functions and miscellaneous essential functions of the position. The evaluation will also include a drug and alcohol screening which is a condition of the job due to the nature of the position.

*An individual with a disability who satisfies the skill, experience, education and other job related requirements, with or without reasonable accommodations, may perform the essential functions of this position. The physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

*Statements contained herein reflect general details, as necessary to describe the principal function of the position, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief to equalize peak work periods, or to otherwise balance the work load.*

*The City of Leavenworth is an equal opportunity employer.*