

# THE MORRIS COUNTY PARK COMMISSION

## Job Description

Title: Custodian

Part Time: Annual  or Seasonal

Division: Historic Sites

Effective Date: 5/9/23

Prepared by: Mark Sutherland

Approved by: R. Vitale

### **Position Charter:**

Under the direction of the Superintendent of Historic Sites Maintenance or his/her designee, performs various physical tasks associated with the cleaning and maintenance of the interior and exterior of Park Commission facilities, setting up areas for various groups, and providing customer service to said groups.

### **Essential Functions:**

- Performs building cleaning services requiring limited direct supervision in accordance with specifications and general directions.
- Washes and disinfects restrooms.
- Cleans glass door panels and glass-like surfaces.
- Sweeps, washes and polishes floors using brooms, mops and wax/polishing equipment and machines; vacuums and/or steam cleans carpeted areas baseboards, draperies, etc.
- Dusts higher surfaces such as moldings, door and window frames, etc.
- Cleans business offices, kitchens, eating areas, meeting rooms, halls, vestibules and other public areas.
- Empties wastebaskets and other receptacles of trash and recycling materials and removes materials from building, depositing them in designated areas.
- Polishes metal fixtures and trim as well as detailed brass polishing.
- Arranges equipment and furniture in an orderly fashion, setting up and taking down arrangements for classrooms and auditorium as instructed. This task includes lifting and moving tables and chairs.
- Replaces light bulbs and cleans light fixtures and ventilation ducts.
- Cleans exterior signs, doors, furniture, and equipment.
- Sweeps stairs, sidewalks and driveways.
- Follows established safety procedures, policies, rules, and regulations.
- Secures buildings, checking locks and alarms.

### **Other Functions:**

- Makes minor repairs to facilities and equipment.
- Assists in handling of cleaning supplies: maintaining sanitary supply, inventory, and organization of storage areas.
- Interacts with a diverse public in a professional manner in order to assure safe and timely meetings and events while providing exceptional customer service.
- Assists Historic Sites staff with outdoor tasks which may include trash removal, and maintaining planted areas.
- Assists with painting both interior and exterior surfaces as directed.

- Removes snow and ice from stairs, sidewalks and driveways, & spreads sand, salt, grits, etc. on icy surfaces.
- Assists with other basic maintenance issues as assigned.
- Completes other projects and tasks as assigned.

**Qualifications:**

- Ability to read and write English at a High School level and to converse with both staff and the public in order to complete tasks and provide customer service.
- Ability to understand and follow verbal and written instructions and to work with limited direction.
- Maintains a satisfactory attendance record to accomplish the essential functions of the position.
- Some knowledge of the problems, procedures, tools, equipment and supplies used in cleaning and maintaining commercial facilities.
- The ability to perform the essential functions of the Custodian's position with or without reasonable accommodations.
- Valid New Jersey Driver's License.
- Ability to work flexible schedule, including weekend hours

The scope of the work performed by this position is primarily routine, requiring weekly coverage 28 hours per week on the days and times assigned, which may include days, evenings, weekends and holidays.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.