

## THE MORRIS COUNTY PARK COMMISSION

### Job Description

Title: Custodian

Part Time: Annual  or Seasonal

Division: Horticulture Education

Effective Date: 8/12/2021

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Approved by: R. Vitale

### **Position Charter:**

Under the direction of the Site Supervisor 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.
- Follows established safety procedures, policies, rules, and regulations.
- Washes and disinfects restrooms.
- 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 meeting groups with set-up and audio-visual needs.
- 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.
- Removes snow and ice from stairs, sidewalks and driveways.
- Assists Horticulture Maintenance staff with outdoor tasks which may include trash removal, watering, and maintaining planted areas.
- Spreads sand, salt, grits, etc. on icy surfaces.

- May assist craftsmen and contractors by carrying tools and materials, by placing and removing ladders, and by cleaning up after work has been completed.
- Paints both interior and exterior surfaces as directed.
- Maintains a satisfactory attendance record to accomplish the essential functions of the position.
- Secures buildings, checking locks and alarms.
- Uses vehicles and utility vehicles, as needed.
- Can flex hours to accommodate events as needed.

**Other Functions:**

- Maintains necessary logs and records as required.
- Makes minor repairs to facilities and equipment.
- Unloads deliveries of supplies.
- Assists in handling of cleaning supplies: maintaining sanitary supply, inventory, and organization of storage areas.
- 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.
- Some knowledge of the problems, procedures, tools, equipment and supplies used in cleaning and maintaining commercial facilities.
- Valid New Jersey Driver's License.
- Ability to work flexible schedule, primarily evening and weekend hours
- The ability to perform the essential functions of the Custodian's position with or without reasonable accommodations.

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

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