

Evans Plunge Custodian

POSITION TITLE: Evans Plunge Custodian

EMPLOYER: City of Hot Springs, 303 N. River Street Hot Springs, SD 57747

AREA OF EMPLOYMENT: 1145 North River Street, Hot Springs, SD 57747

WORK HOURS/DAYS: Sunday – Saturday, Shifts vary, 3rd Shift Position

CLASSIFICATION: Part-Time

WAGE: \$10.15 + .25¢ yearly for longevity up to four years

IMMEDIATE SUPERVISOR: Facility Director

POSITIONS SUPERVISED: N/A

SUMMARY DESCRIPTION

The Evans Plunge Custodian is responsible for maintaining the facilities at Evans Plunge. Primary responsibilities including providing janitorial and light maintenance services in and around the facility with additional duties performed as assigned by the Facility Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain the health and safety of all persons utilizing the Evans Plunge swimming facilities
2. Clean, mop and sanitize facility areas using established best practices and procedures
3. Clean, dust and wipe furniture. Clean surfaces in locker rooms and other areas
4. Sweep, vacuum, or mop floors
5. Empty/clean waste basket, trash and recycling containers
6. Replace light bulbs/tubes as directed
7. Refill locker room dispensers and toiletry items; restock paper products
8. Clean surfaces in Health Club, including hot tub area, sauna and steam room
9. Clean pool deck surface using cleaning best practices
10. Pick up outside litter, empty canisters requiring emptying
11. Wash interior and exterior windows
12. Work within the specific scope of duties outlined by supervisors, if all tasks are completed before a set timeframe, custodians must clock-out at end of shift
13. Performs related duties as required

PERIPHERAL DUTIES

1. Clean debris and trash from outside areas
2. Clean debris and trash from outdoor pool area
3. Work with supervisors to keep orderly and well-stocked inventory of all supplies needed

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

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.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl, talk or hear, and smell. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Incumbent must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

The noise level in the work environment is usually quiet while in the office.

DESIRED MINIMUM QUALIFICATIONS

1. Must be 18 years of age or older
2. High school diploma or equivalent preferred
3. Valid driver's license
4. Self-motivated and ability to perform well with minimal supervision

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge and ability to operate janitorial equipment
2. Ability to adhere to all instructions regarding use of chemicals and supplies
3. Demonstrated ability to follow safe work practices according to law, City practices, and generally accepted safe work standard
4. Ability and enthusiasm to positively represent and promote the City of Hot Springs in the course of completing assigned duties
5. Ability to work variable, flexible hours with weekend and occasional holiday work required

APPLICATION REVIEW PROCESS

Formal application required, resume with experience, education, qualifications recommended; potential oral interview and reference check; job related tests may be required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.