

# *Park County*

## *Job Description*



<b>Title:</b> Custodian	<b>Code:</b>
<b>Division:</b> Custodial	<b>Effective Date:</b> 4/19/2016
<b>Departments:</b> Events	<b>Last Revised:</b>

### GENERAL PURPOSE

The Custodial serves as general labor in preparations, implementation and clean-up for events, including the Park County Fair. General up-keep and maintenance of facility as directed by maintenance supervisor. Cleaning and preparation of exhibit halls, public restrooms, food service and dining areas, meeting rooms, performance areas, and common public areas. Conduct all duties necessary to maintain the fairgrounds in a clean, safe and operable condition.

### SUPERVISION RECEIVED

Works under the general supervision of the Custodial Supervisor.

### SUPERVISION EXERCISED

None, although may serve as project leader or provide guidance to other department staff.

### ESSENTIAL FUNCTIONS

Works closely with Park County Events Grounds Crew Supervisor, Laborers and Guest Services Representatives, as well as the Park County Buildings & Grounds Custodial Supervisor and staff, etc.

Adhere to facility and event policies and procedures.

Provide excellent customer service to internal and external customers and suppliers.

Various duties inherent to the set-up, implementation, cleaning and clean-up of facilities, equipment, displays, etc. for events, including the Park County Fair.

Garbage collection and removal from facilities. Emptying of rubbish barrels, etc.

Utilize approved chemicals, equipment and methods to clean, maintain and sanitize public restrooms, dining areas and other public areas.

Utilize approved chemicals, equipment and methods to clean, dust and wipe furniture; sweep, mop or vacuum floors; refill dispensers.

Operation of various power and hand tools commonly used in custodial work; buffers, high pressure washers, high speed buffers and vacuums, brooms, mops and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc..

Wash accessible interior and exterior windows and window coverings. Launder cleaning rags and dust mops.

Use of proper chemicals for each cleaning type or assignment as well as proper use of cleaning chemicals.

Be familiar with facility and fairgrounds in general, and the activities and events, including the Park County Fair, order to address questions from exhibitors, patrons and others regarding general directions and emergency issues relating to maintenance and personal safety.

Always be friendly and courteous in dealing and conversations with the general public, volunteers and other staff members.

Maintain a regular and punctual attendance. Must be able to work flexible hours including nights and weekends.

Assist in identifying and minimizing risks to individuals, livestock and animals, and equipment. Assist with traffic flow and other crowd management duties. Report suspicious activities and suspected violations of policies, as well as local, state and federal laws, etc.

Clean, maintain and sanitize public restrooms, dining areas and other public areas.

Clean, dust and wipe furniture; sweep, mop or vacuum floors; refill restroom dispensers.

May be required to drive County vehicles or equipment in performance of job duties.

Communicate issues, challenges and deficiencies to supervisor that prevent successful completion of assigned tasks, projects or duties, goals, objectives or action plans.

## QUALIFICATIONS

### 1. Education and Experience:

- A. Graduation from high school or equivalent required.
- B. Valid Driver's License preferred.
- C. Reliable transportation required.
- D. Must be at least 16 years of age; over 18 years of age preferred.

### 2. Required Knowledge, Skills, and Abilities:

The ideal candidate will be proactive, optimistic team player, have a positive attitude and the ability to multi-task as well as the following:

Strong work ethic required.

Must adhere to dress code.

Ability to grasp and manipulate custodial and similar other tools and materials.

Follow instructions regarding use of chemical and supplies. Use as directed.

Must be able to communicate effectively with public, verbally and in writing; maintain effective working relationships with supervisors, fellow employees, and the public. Must be able to read and understand written information. Ability to write legibly and understand and apply specific rules. Must be able to comprehend and execute instructions.

Ability to use a computer for moderate periods of time.

### 3. Special Qualifications:

None.

#### 4. Work Environment:

Generally working outdoors in hot/cold conditions, and possible inclement weather. May also work indoors in possible climate controlled conditions.

Tasks require a variety of physical activities involving walking, standing, stooping, climbing, lifting, reaching, balancing, kneeling/bending, crouching, crawling, twisting, talking, hearing and seeing. Ability to lift and carry burdens weighing up to 50 lbs. on a daily basis and push and/or pull burdens of minimal weight up to 30 lbs. Move furniture, equipment, supplies and tools on an incidental basis.

Requires some climbing and lifting, dealing with the public and walking within the facility for extended periods of time.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_