

BUILDING/CLEANING ATTENDANT – PART TIME

General Definition of Work

Routine custodial work and semi-skilled work in the care and maintenance of City buildings. Also responsible for customer service including assisting Community Center customers, collecting fees, meeting/event set-ups, etc.

Qualification Requirements

Ability to operate an array of cleaning equipment such as carpet cleaners, floor scrubbers, etc. Minimum of one year of cleaning attendant experience preferred.

Essential Functions

- Performs a variety of custodial work including but not limited to restroom cleaning, sweeping, mopping, scrubbing, polishing, garbage removal, window washing, arranging and moving furniture and equipment.
- Dusts and vacuums; locks and unlocks doors; collects and disposes of trash; snow and ice removal from sidewalks.
- Sets up for meetings and events as well as for various gym uses like volleyball, pickleball, etc.
- Provides assistance to Community Center customers, including collecting user fees and assisting to provide a safe, customer friendly environment for all users.
- Performs other duties and assumes other responsibilities as need is apparent or as assigned. Responds willingly to varied work assignments and to flexible working hours to facilitate meeting desired results.

Knowledge, Skills and Abilities

- Knowledge of safe operation and maintenance of various custodial equipment and use of cleaning chemicals.
- Ability to establish and maintain effective working relationships with all internal and external customers.
- Ability to work weekends and evenings during the week and respond willingly to varied work assignments and flexible working hours.
- Ability to understand and follow oral and written instructions.
- Ability to perform operations involved in custodial duties and customer service without close supervision.

Physical Requirements

- Must be able to be on your feet and walk on a continuous basis.
- Must be able to reach various heights to clean windows, reach supplies, dust, etc.
- Must be able to climb ladders to change bulbs, clean high surfaces, etc.
- Must be able to lift up to 60 pounds.
- Must be able to set up tables, chairs, and various recreational equipment.
- Must have fine motor coordination and grasp to handle a variety of tools, equipment and supplies.
- Must be able to bend, stoop, squat, kneel and crawl around confined areas to perform custodial duties.
- Must be able to work with various cleaning chemicals.