

**CITY OF HAINES CITY
JOB DESCRIPTION**

**DEPARTMENT: RECREATION DEPARTMENT
REPORTS TO: RECREATION SUPERVISOR**

CUSTODIAL MAINTENANCE

GENERAL DESCRIPTION:

This is moderately heavy manual work in routine housekeeping, general maintenance and domestic tasks in the Recreation Department. Primary responsibility is for the use of proper methods and materials in cleaning, maintaining and otherwise caring for building and equipment. Duties are performed under the direction of the Recreation Supervisor, and is evaluated through daily written reports, observation and inspection of completed work.

ESSENTIAL FUNCTIONS:

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Primary responsibility is the use of proper methods and materials in cleaning and maintaining buildings and janitorial equipment.

Cleans tables and eating area.

Empties wastebaskets and takes trash to proper location for disposal.

Changes trash and refuse containers.

Scrubs, mops, waxes, polishes floors.

Washes windows and woodwork.

Cleans restrooms and fixtures.

Moves office furniture and equipment as directed when needed.

Assists in special events (Heritage Days, Easter Egg Hunt, etc.)

Performs related non-essential duties as required.

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MINIMUM QUALIFICATIONS

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the materials, methods, and equipment typically used in janitorial work. Ability to: Learn the duties of custodian; understand and follow simple written and oral instructions; make minor repairs and adjustments to cleaning equipment; and possess sufficient physical strength and agility to perform routine CUSTODIAL tasks.

TRAINING AND EXPERIENCE:

Must be able to read and understand simple written instructions. Some experience in janitorial work and general maintenance.

Revised December 2006