Position Description

Custodian

Position: Custodian

Reports to: Recreation Supervisor

Salary Range: $10.30-11.30 per hour

Dates of employment: year round

**Job Summary:**

Responsible for daily cleaning and general maintenance of the Bellefontaine Neighbors Recreation Center. Performs manual work including room set-ups, light maintenance and general care of cleaning equipment.

**DUTIES AND RESPONSIBILITIES:**

* Responsible for the daily cleaning and maintenance of the City facilities to insure the safety and enjoyment of the public and the City staff.
* Maintains proper cleaning procedures and safe use of all equipment.
* Performs routine cleaning, vacuuming, mopping, dusting, buffing, waxing, window washing, cleaning/preventative maintenance of cleaning equipment, emptying trash receptacles, cleaning bathrooms, locker
* rooms, and general exterior of facilities.
* Coordinate and cooperate with co-workers and fellow employees to assure job functions are handled in a safe and timely manner.
* Communicates effectively with employees and the public.
* Ability to prioritize cleaning tasks and follow an effective preventive maintenance program.
* Coordinate the cleaning and set up of meeting rooms and gymnasiums as deemed necessary.
* Assist with special events.

**Knowledge, skills and abilities required:**

* Ability to work with the public and City staff in a professional manor.
* Knowledge of general cleaning practices and procedures.
* Ability to work independently and efficiently without routine supervision.
* Maintain a positive image for the City of Bellefontaine Neighbors and the Department of Parks and Recreation.
* Ability to work with interruptions during periods of high volume, while meeting deadlines.
* Ability to perform physical labor for extended periods of time indoors and outdoors, under a variety of weather conditions.
* Lift and carry up to 50lbs.

You may apply online [www.cityofbn.com/administration/job-openings](http://www.cityofbn.com/administration/job-openings), or resumes and applications may also be mailed or dropped off at the Bellefontaine Neighbors Recreation Center, 9669 Bellefontaine Road, Bellefontaine Neighbors, MO 63137. Interested applicants may also send a completed application to Jimmy Kirincich @ jkirincich@cityofbn.com.