

CITY OF BURIEN, WASHINGTON

JOB DESCRIPTION

Title: Custodian

Dept.: Parks, Recreation, and Cultural Services

FLSA Status: Non-Exempt

Reports to: Parks & Recreation Maintenance Manager

Salary Range: 210

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. 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.

General Position Summary

Performs a variety of custodial duties in the cleaning of the community center building.

Essential Functions

- Collects trash and recyclable waste products from the buildings and grounds and disposes in appropriate receptacles.
- Cleans, sanitizes and maintains restrooms by cleaning mirrors, fixtures, floors and walls.
- Sweeps and mops floors.
- Dusts ledges and horizontal surfaces up to six feet in height.
- Operates and maintains custodial equipment such as vacuums, steam cleaners, etc.

Secondary Functions

- Replaces light bulbs and tubes as needed.
- Sets up and breaks down meeting rooms, set up tables and chairs.
- Spot cleans carpets by removing stains and debris.
- Performs other duties as assigned.

Job Scope

Routine work situations involving a low degree of complexity. Operates from established and well known procedures with minimal supervision.

Interpersonal Contacts

The incumbent interacts primarily with the Parks and Recreation staff and with recreation program participants.

Specific Job Skills

Knowledge of:

- Basic cleaning methods, procedures and techniques.
- Cleaning materials, supplies and equipment.
- Safe working methods and procedures.
- Safe application and disposal of chemicals.
- Occupational hazards and standard safety practices.

Ability to:

- Efficiently and effectively use cleaning materials, supplies and equipment.
- Maintain effective relationships with other employees and the general public.
- Understand and carry out oral and written directions.
- Move and arrange furniture and equipment for meeting and special events.
- Work independently with little direction.
- Recognize occupational hazards and utilize standard safety practices.
- Perform repetitive tasks.
- Lift 35 pounds.

Mental Abilities

Position requires occasional independent judgment and/or action and interpersonal skills; rare decision making, teamwork, creativity, customer service, use of discretion, problem analysis, and ability to perform basic math and read, write, speak, and understand English.

Physical Abilities

Position requires continuous standing, walking, fingering, feeling, handling, and repetitive motions of feet, hands, and wrists; occasional stooping, reaching, and bending; and rare crawling, kneeling, sitting, climbing, talking, hearing, and bending. Incumbent must be able to push, pull, lift, and carry 35 pounds.

Education and/or Experience:

Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above.

Job Conditions:

Work is performed indoors with regular exposure to cleaning fumes, dust and odors. Work hours may vary or be in the evening.

Adopted 2007