

VILLAGE OF PLEASANT PRAIRIE

Job Description



Division/Department:	Recreation/Facilities		
Location:	RecPlex, 9900 Terwall Terrace, Pleasant Prairie, Wisconsin 53158		
Job Title:	Custodian		
Reports to:	Maintenance Supervisors; Facilities Director	Salary:	\$11.50 – 14.38/hour
Type of position:	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

JOB SUMMARY

The primary purpose of the Custodian is to provide outstanding service through warm interactions. This is done by insuring the RecPlex is an immaculate recreation facility with duties specifically related to up keep of **(women's)** locker rooms and restrooms. Additional responsibilities will include a variety of routine building maintenance duties; replacement of lights; responsible for room set-up and tear downs; painting the interior and exterior of buildings. Performs any and all related work as required.

CORE JOB RESPONSIBILITIES

1. Open or close the facility; perform a physical inspection of the entire building;
2. Set up, put away and maintain athletic and ice arena related equipment.
3. Coordinate work with recreation coordinators, facility supervisors for scheduling and reservations of program facilities.
4. Perform any other duties and special assignments as directed.
5. Ensure that facility cleanliness standards are implemented.
6. Help with special events and in- and out-of-house special activities at the RecPlex.
7. Read and understand operating procedures as well as written directives.
8. Write information required for co-workers or supervisors to review later.
9. Successfully complete general maintenance duties to ensure absolute cleanliness of the RecPlex facility.
10. Work cooperatively with all staff members and the overall management of the RecPlex facility and Prairie Springs Park.
11. Perform all other responsibilities as assigned by the Facility Director.
12. Be knowledgeable about all RecPlex departments (managers and front line staff) and their functions and responsibilities.
13. Follow personnel standards, guidelines and qualifications to ensure quality in maintenance in the RecPlex.
14. Maintain and complete maintenance records including but not limited to: attendance reports, program reports, payroll documentation, accident reports.
15. Perform all maintenance duties such as picking up towels, sweeping/mopping floors and wiping down counters whenever required without waiting for direction.
16. Use proper care for all maintenance equipment and materials.
17. Display sincere hospitality for guests on the floor; be accessible and visible.
18. Learn and know all RecPlex, Department, and Village rules, regulations, policies, standard operating procedures and guidelines pertaining to maintenance operations.
19. Required staff meetings, training and seminars; maintain required certifications.
20. Create a positive and friendly atmosphere for patrons and staff.
21. Energetic; exhibit enthusiasm when in contact with guests.
22. Exhibit a teamwork attitude and self-motivation/takes the initiative.
23. Work efficiently, compassionately and with empathy for those people who have special needs and requirements due to age or other cognitive or physical disability.
24. Convicted of any crime related to theft, embezzlement, robbery, assault, sexual crime of any nature; or any crime against a child.
25. To conform to a dress code and appearance policy that requires a clean and odor free body, clean hair neatly groomed, and no visible body piercing, other than ears, or visible tattoo's.
26. Work from a master calendar and schedule of preventive maintenance duties and records of work related.
27. Complete regular preventive and ongoing repair and maintenance duties as directed.
28. Insure that all equipment, tools and machinery are operated/used properly and according to safety policies and stored properly and securely when not in use.
29. Follow all RecPlex and OSHA safety guidelines.
30. Work with contract custodial staff as directed.
31. Exercise the highest level of care in using chemicals or hazardous materials; follow guidelines and precautions on MSD sheets.
32. Complete projects right the first time, ensuring adherence to the applicable standards of LSI/IHRSA and/or relevant regulatory bodies (i.e. Health or Fire Departments).
33. Perform snow removal.
34. Clean showers, locker rooms, team rooms, bathrooms, saunas, pool, aerobics room, multi-purpose rooms, field house, fitness equipment, lobby areas, glass and window areas, all floors, dispose of solid waste and all RecPlex related rooms.
35. Be punctual, not tardy or excessively absent from work.
36. Extensive cleansing skills required.
37. Skill in following directions provided either orally or in writing.
38. Ability to be self-motivated.

- 39. Requires the ability to perform highly skilled coordinated movements.
- 40. Ability to communicate effectively both orally and in writing; maintain effective working relationships with employees, peers, supervisors and the public; visually monitor RecPlex and determine what types of maintenance needs to be performed.
- 41. Must be able to maintain the ice on the rinks in a manner that provides a level, smooth, safe, and a high quality of ice of ice in accordance with facility standards as set forth by the Facilities Director.

EDUCATION/CERTIFICATION REQUIREMENTS

- Must have a high school diploma.
- A minimum of 2 years experience in facility and or pool maintenance experience is required.
- Must have experience in maintenance of mechanical equipment.
- Must have through knowledge of required cleaning procedures that will provide for an immaculate facility.
- Current CPR and First Aid certifications.
- Valid Wisconsin Driver's License required.

JOB REQUIREMENTS/WORK ENVIRONMENT

- High degree of public interaction and communication with exposure to periods of high volume activity.
- Works primarily in an indoor environment and works closely with others. While performing the duties of this job the employee is occasionally exposed to wet and/or very humid conditions; hot and/or cold conditions; moving mechanical parts; high, precarious places; fumes or airborne particle; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. Work subject to varying shifts and schedules. Physical activities include long periods of standing, sitting, talking, listening, reading, moderate lifting (20-100 lbs) and moving about the facility. While performing the duties of this job the employee is regularly required to use hands to finger, handle or feel, and be able to talk and hear.
- Frequently required to sit, stand, walk and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and taste or smell. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision and depth perception.
- Uniform will be worn at all times while on duty.
- All uniforms will be clean and in good condition (no holes).
- While on break, uniform may not be worn in the public view in other parts of the building (i.e. watching TV and working out).
- No visible body piercing or tattoos.
- 28 Hours per week; days and shifts of the week to be determined by Facilities Director.

VILLAGE OF PLEASANT PRAIRIE IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 1/2015