



Biddeford Recreation

Position: Custodian

Hours: 15-25 hours per week, Saturday-Sunday

Status: Part-time, non-seasonal

Reports to: Facility Manager

Location: J. Richard Community Center

Pay Rate: \$15 hour-17\$ per hour

Job Summary

- To assist the custodial crew with daily cleaning, maintenance and security of the Community Center.

Qualifications and Skills

- Age 18 or older
- Ability to speak, read, and write in the English language
- Experience in cleaning and /or building maintenance preferred
- Basic understanding of cleaning equipment and practices
- Ability to move and operate cleaning equipment
- Strong communication skills
- Ability to communicate with the public in a positive manner
- Flexible and a team player

Responsibilities and Duties:

- Cleaning restrooms
- Trash disposal
- Vacuuming, sweeping and cleaning floors
- Washing windows, doing laundry, moving furniture, setting up rooms for programs
- Building security- unlocking and locking facility.
- Snow and ice removal as needed
- Perform semi-skilled maintenance repairs such as painting and minor fixes.
- Is consistently to work on time
- Takes responsibility for own actions and listens well to others
- Treats everyone with respect and consideration
- Ability to work well with others and independently
- Interacts positively and politely with the general public
- Maintains professional standards for ethics, policies, and procedures
- Maintain a safe, organized space
- Other duties may be assigned

Special Requirements

N/A

Tools and Equipment Used

- Various cleaning equipment as follows but not limited to: Vacuum, mops, brooms, shovel.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee may also be asked to engage in physical activities that relate to the programs within reason, such as dancing at dances, long walks on trips, etc.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision depth perception and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

If unable to work the hours scheduled, the employee is required to contact their supervisor via phone and not email, making every effort to speak in person, with a valid excuse, so as coverage can be found.