



2024 JOB POSTING

Full time Custodian I

West Bloomfield Parks and Recreation Commission is filling a full-time Custodian role to perform a variety of tasks involved in maintaining the cleanliness of all assigned recreational buildings and Park areas.

JOB SUMMARY: This role will include dusting furniture, sweeping, mopping floors, vacuuming carpets and emptying trash cans. Custodian will also prepare rooms, buildings and shelters for rental and internal use, including setting up and taking down tables and chairs according to requested floor plan. This person will also perform routine building maintenance tasks, such as, changing light bulbs, restroom maintenance and painting interior and exterior surfaces along with helping in the task of keeping parks grounds clean.

This position includes a full benefits package including medical, dental, vision, 401a, flex spending account, vacation time, sick time, and personal business leave.

HOURS: Typical work hours will be 6am-2:30pm, Monday-Friday. Some evening and weekend work may be required.

QUALIFICATIONS:

- High school diploma or equivalent.
- Experience working with the public is preferred.
- One or two years of related custodial experience preferred.
- First Aid and CPR Certification within six months of hire in date.
- Valid State of Michigan Driver's License.

HOURLY RATE: \$18.41 (\$38,292.80) - \$21.00 (\$43,680.00) per hour (yearly)

START DATE: Exact date unknown at this time; applications reviewed on a rolling basis

TO APPLY: To be considered for this position, please submit a completed application and resume.

HR Department
West Bloomfield Parks and Recreation Commission
4640 Walnut Lake Road
West Bloomfield, MI 48323
hr@wbparks.org

Applications are available at West Bloomfield Parks or download a copy online at wbparks.org/employment.



Job Description

Job Title: Custodian I

Department: Parks

FLSA Status: Non-Exempt

Pay Grade: 2

Position Description Summary:

The Custodian I position performs a variety of tasks involved in maintaining the cleanliness of all assigned recreational buildings and park areas.

Working Hours:

Typical work hours will be 6am-2:30pm, Monday-Friday. Some evening and weekend work may be required.

Essential Function(s) of the Position:

The duties listed below 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 level and/or class of this position.

- Perform routine cleaning tasks including, but not limited to, dusting furniture, sweeping, mopping floors, vacuuming carpets and emptying trash cans.
- Assist with various building and grounds maintenance summer and winter tasks including landscape bed maintenance, ground trash removal, park cleanliness, removing debris, shoveling snow, and de-icing walkways.
- Assist with the cleaning of Parks grounds
- Maintain custodial cleaning supplies ensuring these items are used and stored in a safe manner.
- Prepare rooms, buildings and shelters for rental and internal use, including setting up and taking down tables and chairs according to requested floor plan.
- Maintain the appearance of the floors by shampooing or polishing as needed.
- Perform routine building maintenance tasks, such as, changing light bulbs, restroom maintenance and painting interior and exterior surfaces.
- May assist Facilities Manager and/or Rental Coordinator with facility or park rental communication with customers through email, in-person, or over the phone as needed
- Create job task paperwork for seasonal staff
- The ability to handle questions or concerns from the public while working in a public setting
- Pick up and deliver office equipment as directed.
- Notify supervisor immediately of any necessary building repairs.
- Assist in creating a daily, weekly and monthly schedule of maintenance tasks to be performed.
- Assist with overseeing part time staff.
- Adhere to Commission guidelines, policies and procedures.

- Other duties as assigned.

Education/Experience/Licenses/Certificates:

- High school diploma or equivalent.
- Experience working with the public is preferred.
- One or two years of related custodial experience preferred.
- First Aid and CPR Certification within six months of hire in date.
- Valid State of Michigan Driver's License.

Knowledge, Skills and Abilities:

- Knowledge of basic cleaning techniques such as sweeping, mopping, dusting and vacuuming.
- Knowledge of cleaning chemicals and proper storage and handling procedures.
- Ability to operate machinery and or hand tools needed to maintain the Commission's facilities.
- Ability to troubleshoot to determine causes of cleaning equipment malfunctions.
- Ability to handle questions, complaints and concerns from the public and from employees in a professional manner.
- Ability to adapt and respond to multiple priorities and demands with varying deadlines.
- Ability to organize work and be able to work independently, as well as with a team.
- Ability to exercise mature judgment and initiative in program schedules and recommend solutions.
- Ability to operate various pieces of office equipment.
- Skills necessary to provide guidance, training, prioritize and review the work of assigned staff.
- Verbal and written communication skills.
- Good organizational skills with emphasis on detail.

Equipment, Machinery, Tools and Vehicles Used:

Hand tools, small and medium power equipment, man lift, utility cart, power washer, floor scrubber and buffer, vacuum cleaner, washing machine and dryer, dishwasher, ladders and office equipment. Vehicles used include trucks.

Physical Demands:

This position is primarily indoors with some outdoor elements.

While performing the duties of this job, the employee is regularly required to stand, walk, talk, hear, bend, reach, stoop, kneel, crouch, remove trash and lift up to 50 pounds.

This is a safety sensitive position and drug screenings may be required.

Mental Demands:

While performing the duties of this position, employees are regularly required to use written and oral communication skills, read and interpret data, information and documents, analyze and solve problems, observe and interpret situations, learn and apply new information, and interact with members of the public and Commission staff.

Working Conditions:

Work involves exposure to dust, dirt, noise, cleaning chemicals, pesticides, hazards from power equipment and adverse weather when working outdoors. This position is exposed to extreme heat and cold when field time is required. Some travel is required to various site locations, offsite meetings, continuing education opportunities and conferences.

Benefits:

This position is eligible for all benefits, including but not limited to medical, dental, vision, life insurance, long term disability, short term disability, flexible spending account, MERS, 401a, and 457 contributions.

Reporting Relationships:

A person in this position will report to the Facility Manager.

I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management has the right to change this job description at any time.

Employee Signature

Date

Superintendent Signature

Date

This position description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. This document is not intended to be a contract between the employee and employer.