



# Senior Center Custodian – Part-Time

Mayor Pamela Bobst

Reports To: Dir. of Public Facilities and Maintenance      Salary: \$15.00/hr - \$20.27/h  
Shift: Up to 29 hours a week      FLSA Status: Exempt

Hours of operation are 8:30AM – 4:30PM  
Monday through Friday  
Evenings and Weekends as needed

**Additional qualifications specific to the particular opening will be identified in each job posting.**

**Position Overview:** Under general supervision of the Director of Public Facilities and Maintenance the Custodian performs basic set-up, cleaning and maintenance of the public buildings throughout the municipal campus and assist the full-time custodians and/or the Director of Public Facilities and Maintenance in various facility management duties such as cleaning and maintenance. Duties and schedules are dependent on event-based scheduling. Performs various miscellaneous duties as assigned or needed. The Custodian uses standard cleaning equipment and supplies including, but not limited to, vacuums, mops, buffers, ladders, basic hand and power tools. The position also required working with potentially hazardous materials including, but not limited to, solvents, sanitizing agents, cleaners, acids and lubricants. The Custodian also uses standard landscaping tools including, but not limited to, mowers, trimmers, snow blowers and leaf blowers. The work is performed in a variety of environments including a typical office environment, as well as outdoors in adverse weather conditions. The incumbent is also exposed to cleaning chemicals (including acids), lubricants and solvents. The incumbent may be required to work on elevated equipment.

## Duties:

### 1. Cleaning and Maintenance

90%

- Inspects facility, lighting and bathrooms to ensure effective operation\*
- Cleans public buildings including restrooms, lobbies, kitchen, halls, auditorium, and offices \*
  - Operates standard cleaning equipment and supplies including, but not limited to, vacuums, carpet scrubbers, mops, and ladders.
- Sanitizes restrooms and kitchen areas \*
- Cleans and maintains the exterior of the building \*
  - Plants and maintains flowers, bulbs, shrubs etc.
  - Operates mowers and other manual and/or power landscaping equipment.
  - Clears sidewalks and other pedestrian areas of snow, ice, debris, and other potential hazards.
  - Operates snow blowers, leaf blowers.
- Collects refuse from interior and exterior waste receptacles and properly disposes of same \*
- Performs other related duties as assigned \*

### 2. Equipment Set-up and Clean-up

5%

- Moves and arranges furniture and video and sound equipment to meet program needs\*

- Assist public users with various needs for equipment or assistance\*

### 3. Administrative Support

5%

- Performs various miscellaneous duties as required or assigned\*

\* *Denotes essential function of the job*

#### Minimum Qualifications:

- A high school education; or an equivalent combination of education or experience which provides the necessary skills and abilities to perform the job.
- A valid state issued driver's license
- Experience with building and equipment maintenance preferred

Position will be posted until filled. Applications may be obtained at [http://s804876413.onlinehome.us/hr\\_docs/employment\\_application.pdf](http://s804876413.onlinehome.us/hr_docs/employment_application.pdf) or at Rocky River City Hall. Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director of Human Resources**  
**City of Rocky River**  
**21012 Hilliard Boulevard**  
**Rocky River, OH 44116**

**The City of Rocky River is an Equal Opportunity Employer**