



VILLAGE OF ALLOUEZ POSITION DESCRIPTION

POSITION TITLE: Rental Facility Custodian

REPORTS TO: Recreation Supervisor **FLSA STATUS:** Non-Exempt

JOB PURPOSE:

The Rental Facility Custodian is responsible for the supervision and custodial duties at park facilities during a scheduled rental. Rentals take place Sunday thru Saturday, 9am-10pm throughout the year.

DUTIES & RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

- Opening and closing park facilities before and after a rental
- On call during the entire rental. Must be able to respond to site within 15 minutes to assist renters as needed
- Perform routine cleaning of the facility including restrooms, restocking paper products, removal of trash, and operating floor scrubber
- Examine the facility after rental(s) to ensure that the facility was left in good condition and clean for the next rental
- Snow and ice removal of facility sidewalks and entryways as needed
- Report and record damage to facility, grounds, and/or equipment
- Enforcement of rental rules and regulations

POSITION QUALIFICATIONS:

- A high school diploma or equivalent and some work experience are preferred
- Must be at least 18 years old

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively with patrons.
- Ability to perform custodial duties.
- Be able to work independently with little or no supervision
- Knowledge of basic janitorial procedures
- Ability to make sound decisions and exercise good judgment

SUPERVISION/DECISION MAKING: Does not supervise others. Decisions affect the operation of the work unit. Receives general supervision and works alone on routine work from standard practices and procedures.

INTERACTION: Frequent contact with immediate supervisor and the general public. Contacts involve routine matters where information is furnished or obtained. Customer service is essential.

HOURS OF WORK:

Hours vary dependent on needs of the department and scheduled rentals. Monthly rentals are shared amongst all rental facility custodians.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. The Village reserves the right to add, change or delete functions of this position at any time.