



Department: St. Mary's County Recreation and Parks
Division: Recreation
Position: Custodian II
Hourly Rate: \$16.00/hour
Job Location: St. Mary's County Recreation Centers
Hours: Part-time, varies Monday-Sunday
hours determined by program needs

General Duties:

The custodian will maintain a clean and safe facility by completing regularly scheduled cleaning and maintenance tasks throughout the facility.

Essential Responsibilities:

- Maintain the cleanliness of assigned facilities by performing routine and heavy-duty cleaning on a pre-determined schedule
- Work closely with assigned supervisor for overall cleanliness and safety of the facility
- Sweep, mop, scrub and vacuum all floors in the facility, including stripping and waxing; shampoos or steam cleans carpets
- Gather, empty and dispose of trash daily into appropriate receptacle
- Scrub, sanitize, clean mirrors and restock supplies in all facility restrooms daily
- Sanitize high use/touch areas daily, including doorknobs/handles and restroom fixtures
- Dust walls, hallways and doorways weekly
- Clean windows monthly and glass entry doors weekly
- Mix cleaning solutions and chemicals in containers according to instructions in preparation for cleaning; store and dispose of cleaning supplies appropriately in accordance with Material Safety Data Sheets (MSDS)
- Manage inventory of cleaning and restroom supplies; notify recreation specialist or coordinator of supplies needed prior to depletion
- Routinely inspect and inform the Program Coordinator of any repairs within the facility that need to be made
- Maintain personal records/notes regarding the repair/cleaning of any equipment and the frequency of stripping and waxing of floors, complete checklists of scheduled tasks
- Secure the facility by ensuring lights are off and doors are locked prior to departure
- Immediately report any safety or security concerns to coordinator

Job Specifications:

Experience: Must have at least 1-2 years' previous experience in cleaning commercial buildings

Required Skills/Abilities

- Knowledge and Experience – must possess knowledge of standard cleaning methods and procedures, and occupational hazards/safety rules with a background in handling cleaning solutions and chemicals

- Communication – ability to communicate verbally and in writing to express facility needs. Ability to listen and understand information and directions to complete work.
- Ability to be flexible in schedule and personal objectives. Must be available evenings and weekends and for urgent situations
- Self-starter – ability to work independently and complete tasks with little or no supervision
- Detail-oriented – must have a keen eye for details and diligence in performing duties
- Must have experience and working knowledge (preferably 2-3 years) of operating cleaning equipment and using cleaning products
- Must be flexible with hours and available for “spur of the moment” requests from the supervisor
- Must remain in good physical health in order to complete duties

Additional Requirements:

An acceptable general background investigation to include a federal, local and state criminal history, and a sex offender registry check. Individuals in this position cannot be listed as having a founded child abuse or neglect complaint and must pass a Child Protective Services check. Must complete any additional training as required.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to stand; walk; run; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. May be required to climb a ladder. The employee must be able to perform repetitive motions for extended periods of time. The employee must regularly lift and/or move up to 50 pounds. Employee must be able to communicate with people. Specific hearing abilities required by this position include hearing normal conversations, alarms and other emergency signals. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. The employee may be required to work outside.

To Apply: Complete the Recreation and Parks application form found at www.stmaryscountymd.gov/docs/jobapplication.pdf

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