



## **CUSTODIAN/EVENT SET UP TEAM**

### **Summary**

This position reports to the Custodial Manager and is responsible for cleaning restrooms, offices, meeting rooms, kitchens, outdoor sidewalks, grounds, and other assigned areas at Scissortail Park. This position also works with other departments on setting up tents and tables for events and meetings and moves park property in and out of storage as needed.

### **Essential Duties and Responsibilities**

- Cleans all park restrooms and fills soap and toilet tissue dispensers
- Picks up litter on park grounds and inside park buildings
- Empties trash containers on outdoor grounds, in restrooms, and inside all park buildings
- Sweeps, mops, vacuums, and shampoos floors and rugs
- Polishes, cleans windows,
- Stocks storage areas with appropriate supplies, communicating order needs with manager
- Uses and helps maintain assigned equipment and hand tools such as buffer, auto scrubber, extractor, pressure washer, high speed buffer and vacuum, brooms, mops and squeegees
- Reports malfunction of bathroom fixtures, light fixtures, and/or damages to park property to supervisor and initiates work orders for repair/maintenance
- Setup and takedown of tables, chairs and additional equipment for events and rentals
- Assists customers with information and resources if needed
- Assists facility personnel with maintenance items if needed
- Moves furniture, equipment or fixtures as requested
- May help shovel and remove snow and ice from designated areas
- Locks and unlocks buildings/doors as assigned
- Secures buildings when facilities are not in use, checking for unlocked doors and windows
- Reports any unauthorized occupants or other issues impacting guest health and safety

### **Supervisory Responsibilities**

None

### **Education and/or Experience**

- High school diploma or equivalent preferred
- Experience in basic custodial environment preferred but not required

### **Computer Equipment and Software Requirements**

- Experience in use of standard office equipment such as email, Microsoft Word, internet, etc.

### **Skills and Abilities Required**

- Knowledge of cleaning equipment, products, and techniques
- Recognizes importance of cleanliness as part of the park's priorities

- Excellent customer service and positive attitude, especially with park guests
- Can follow verbal and written instructions
- Ability to work flexible shifts and extended hours for special events
- Must be a self-starter with the ability to work with minimal supervision

**Physical Requirements**

- Ability to climb stairs frequently
- Ability to lift up to 40 pounds
- Ability to operate heavy equipment and commercial cleaning equipment

**Work Environment**

- Must be able to work both indoors and outdoors throughout all types of weather conditions
- Working conditions include small areas, dirty environments, large open spaces
- Must have ability to lift and carry heavy objects
- Some locations visited during the course of executing job duties may not be wheelchair accessible
- Although we work to maintain consistent schedules, all team members must be able to work frequent nights and weekends for special events
- Ideal candidate will be able to work a full 40 hours per week

**Benefits**

This full time, exempt position is eligible for health, dental, life insurance, vision, long-term disability, voluntary life, accident coverage, 403(b) plan, paid time off, and paid holidays.

**To Apply**

Please send resume and salary requirements to: [careers@scissortailpark.org](mailto:careers@scissortailpark.org)

**Equal Opportunity Employer (EOE)**

Employer does not to discriminate against any employee or job applicant because of race, color, religion, national origin, gender, physical or mental disability, or age.