

City of Mission Job Description

Job Title: **Custodian**

Department: Mission Event Center

Supervisor: Events Manager



Classification: **Non-Exempt**

Division:

Effective: January 15, 2024

I. JOB SUMMARY

As a custodian at the Mission Event Center, the primary responsibility is to ensure the cleanliness and orderliness of the facility before, during, and after events. This role involves a variety of cleaning tasks, including sweeping, mopping, vacuuming, and dusting, to maintain a presentable and welcoming environment. The custodians are also tasked with setting up and breaking down event spaces, arranging furniture, and assisting in general preparations.

The position requires cleaning restrooms, replenishing supplies, and managing waste disposal to maintain a high standard of hygiene. Additionally, custodians often work closely with event organizers and staff to address specific cleaning needs or unexpected situations during events. Custodians often work independently or as part of a team, following established cleaning protocols and schedules.

Flexibility, attention to detail, and the ability to work efficiently in a fast-paced environment are crucial for success in this role. Custodians play a vital part in creating a positive experience for clients, event attendees by ensuring the venue is well-maintained and visually appealing. Individual will perform other duties assigned by department head/supervisor.

II. EDUCATION REQUIREMENTS

- High school diploma or G.E.D. preferred.
- Must have a ninth-grade level written and oral communication proficiency.
- Must have six (6) months experience in a job as a janitor preferred or the ability to learn the job through on-the-job training.
- Must have knowledge of proper sequence of activities required to perform the job.

III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Must have a current valid class "C" driver license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.



IV. SKILL AND ABILITY REQUIREMENTS

- Ability to fully comprehend instructions/directions written in English to at least the ninth-grade level.
- Ability to establish and maintain an effective working relationship with co-workers and supervisor.
- Ability to perform work tasks independent of constant supervision.
- Ability to perform repetitive work on a continuous basis.
- Ability to work evenings, weekends and holidays.
- Ability to match or discriminate between colors by sight or from memory sufficient to distinguish color safety codes and perform job accurately and safely.
- Ability to move hands easily and skillfully to handle/operate tool/machines to perform required tasks.
- Ability to interpret city policy and procedure in relation to the job position, safety, and health.
- Ability to perform a variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to follow both written and verbal instructions that require individual thought to complete the task or series of tasks.
- Ability to perform activities of a routine, concrete, or organized nature.

V. ESSENTIAL JOB FUNCTIONS

- Keep Mission Event Center or assigned city building(s) in a clean and orderly condition.
- Sweep, mop, vacuum, and/or dust floors in offices, restrooms, storage areas, hallways, conference rooms, and other areas of the city owned/used buildings.
- Dust and/or wax desks, table tops, and work surfaces as directed.
- Mix water, detergents, or chemicals to prepare cleaning solution according to specifications as directed.
- Strip floor surfaces of wax or other protective coating and apply new wax or protective coating.
- Operate buffer, floor scrubber and other cleaning equipment within common, acceptable, and demonstrated safety procedures.
- Replace burned out light bulbs and filters in air conditioning/heating system as directed or scheduled.
- Assess kitchen equipment periodically to ensure proper working conditions.
- Keep outside walkways clean of debris and dirt. (May include driveway from public street to front of building).
- Move, set up desks, tables, chairs, dance floor, and staging as directed.
- Clean restroom fixtures with proper cleaning solution and disinfectant as directed.
- Water house plants inside facility as needed.
- Stock bathrooms with toilet paper, hand soap, towels, etc. And keep inventory of supplies needed.

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- Clean/remove debris from any location in or around the assigned building(s) which may constitute a safety/health hazard.
- Maintain security in the building in accordance with the city policy and procedures.
- Submit reports to the supervisor as required on a timely basis.
- Perform all job functions with special attention to good public relations, safety, health and proper procedures.
- Follow a specific work scheduled as directed.
- Keep a sufficient inventory of materials, tools, and equipment on the site to perform job requirements without interruption.
- Attend meetings as directed by supervisor.
- Perform minor and routine maintenance through painting, plumbing, electrical wiring, and carpenter activities.

VI. NON-ESSENTIAL JOB FUNCTIONS

- **NONE**

VII. EQUIPMENT/MATERIALS

Supplies and safety equipment/materials to include but not limited to the following:

- Small power tools, lawn care hand tools, tool pouch, rake, platform dolly, ladder
- Brooms, scrub cloths, mops, brushes, vacuum cleaner, carts
- Detergents, cleaning chemicals, bucket
- Power buffing machines, floor scrubbing machine
- Safety glasses, gloves, vest, hard hat
- Personnel Policy Manual

VIII. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job.

		Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
	None			
Wet humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Extreme heat (non-weather)		X		
Extreme cold (non-weather)		X		
Outdoor weather conditions		X		
Fumes or airborne particles			X	
Toxic or caustic chemicals	X			
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			

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IX. MANUAL DEXTERITY

Gross and fine finger dexterity are required to perform essential job functions. Gross hand manipulation is required to grip brooms, mops, buckets, blower, rags, and ladder for the maintenance of buildings.

X. PHYSICAL DEMAND ANALYSIS

MATERIAL HANDLING ACTIVITIES

LIFTING	Up to 5 lbs	C	Brooms, mops, bucket, floor mats
	11-20 lbs	C	Vacuum cleaner, bucket with water
	21-25 lbs	C	Ladder to clean windows
	26-50 lbs	F	Ladder to clean windows
	51-75 lbs	O	Computer paper box
	76-100 lbs	O	Tables, chairs, stage panels, floor panels
	Over 100 lbs	O	
CARRYING	Up to 5 lbs	C	Brooms, mops, bucket
	6-10 lbs	C	Waste baskets with trash
	11-20 lbs	C	Vacuum cleaner, bucket with water
	21-25 lbs	C	Ladder to clean windows
	26-50 lbs	F	Ladder to clean windows
	51-75 lbs	F	Computer paper box, blower, pressure washer
	76-100 lbs	F	Tables, chairs, stage panels, floor panels
	Over 100 lbs	O	
PUSH/PULLING	Up to 5 lbs	C	Brooms, mops, bucket
	6-10 lbs	C	Waste baskets with trash
	11-20 lbs	C	Vacuum cleaner, bucket with water
	21-25 lbs	C	Ladder to clean windows
	26-50 lbs	C	Ladder to clean windows
	51-75 lbs	C	Computer paper box, trash bins, blower, pressure washer
	76-100 lbs	F	Loaded table and chair racks, stage panels
	Over 100 lbs	O	
N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%			



NON-MATERIAL HANDLING ACTIVITIES

TWISTING/TURN (rotation)	C	Mopping, cleaning floors, sweeping floors, throwing trash.
HANDLING (manipulated objects)	C	Broom, mop, vacuum cleaner, ladder, trash cans, rags, cleaners, paper, dusters,
STANDING	C	Mopping, cleaning floors, sweeping floors, throwing trash.
WALKING	C	Mopping, cleaning floors, sweeping floors, throwing trash.
SITTING	O	Taking breaks.
FINGERING (finger dexterity)	C	Broom, mop, vacuum cleaner, ladder, trash cans, dust rags, dusters, cleaners, paper,
GRASPING (whole hand activities)	C	Broom, mop, vacuum cleaner, ladder, trash cans, dust rags, dusters, cleaners, paper,

N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Signature

Date