



Perham Area Community Center Position Description

TITLE: Custodial/Janitorial
REPORTS TO: Maintenance Director
POSITION: Part Time

PRIMARY FUNCTION:

This position is responsible for the overall cleanliness of the facility. This position works with the maintenance staff to provide a safe and welcoming atmosphere throughout the facility. Ensure that the facility is clean and well maintained.

KEY ROLES (Essential Job Responsibilities):

Operations Management

- Open/Close all doors and windows
- Turn on/off all alarms
- Turn on/off all lights
- Completely secure building at closing
- Having the building appear clean at closing

Janitorial & Maintenance Duties

- Making sure locker rooms and rest rooms are spot checked
- Dust mop or sweep all areas of the building when needed or scheduled
- Wet mop all areas of building when needed or scheduled
- Empty waste baskets if needed
- Keep paper towel dispensers filled in areas of building (excluding rest rooms and lockers unless needed)
- Sidewalk Snow Removal
- Work on any project given to you by Maintenance Director
- Setting up for meeting or banquets

Professional Attributes

- Represent the organization in a positive and professional manner