



The City of Marshalltown is an equal opportunity employer

Position Announcement

24 N Center Street, Marshalltown, IA 50158

Ph 641-754-5704

www.ci.marshalltown.ia.us

hr@ci.marshalltown.ia.us

Position: Custodian, Part Time

Department: Park & Recreation

FLSA Classification: Hourly, Part Time Regular

Civil Service Classification: Not covered by Civil Service

Union Classification: Not covered by Bargaining Unit

Rate of Pay: \$9.00 per hour

Hours: Typical schedule mid- April through mid-September – Sunday – 6 hours, Monday – 8 hours, Tuesday – 4 hours, Wednesday – 4 hours, Thursday – Off, Friday – Off, Saturday – 6 hours.

Typical schedule October through March – 0 - 4 hours on Sunday and Saturday.

Application Process: **Position will remain open until filled.**

All applicants must submit the following:

City of Marshalltown Employment Application. Applications are available online at www.ci.marshalltown.ia.us, and at City Hall, 24 N Center Street. Completed employment applications can be submitted electronically to hr@ci.marshalltown.ia.us or paper applications can be dropped off to City Hall or mailed to the City Hall Attn: Human Resources, 24 North Center Street, Marshalltown, IA 50158.

General Statement of Duties

Performs routine cleaning of Parks rental facilities and Parks restrooms; does related work as required.

Distinguishing Features of the Class

The work is performed under the general direction and supervision of the Parks Superintendent, but some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with the Parks Superintendent, other departmental employees, other City employees, and the general public. This position does not supervise others.

Examples of Essential Work (Illustrative Only)

- Cleaning of rental facility floors, including dust mopping, hand wet mopping and use of a floor scrubber;
- Cleaning restrooms to include sweeping, mopping, cleaning and sanitizing all areas of restrooms to include fixtures and partitions; also includes kitchen area's and refrigerators
- Keeping restrooms stocked with toilet paper, paper towels and soap;
- Vacuuming facility entry floor mats;
- Pick up liter surrounding the building including the parking area's
- Occasionally wash windows

- Occasionally set up tables and chairs;
- Change light bulbs as needed;
- Requisitions cleaning supplies and equipment as necessary;
- Attends meetings, conferences, and workshops as requested and authorized;
- Performs related work as required.

Required Knowledge, Skills, and Abilities

- Knowledge of cleaning supplies and use of cleaning equipment to include floor scrubbers;
- Ability to communicate well with department personnel, recreation facility users, and the general public using both technical and non-technical language;
- Ability to establish and maintain effective working relationships with other department personnel, supervisory personnel, and volunteers;
- Ability to exercise ingenuity and inventiveness in the performance of assigned tasks;
- Ability to maintain regular and punctual attendance at work.
- Ability to communicate in English.
- Ability to read labels and follow directions in English.

Acceptable Experience and Training

- Graduation from high school or possession of a GED;
- Some experience with cleaning a public facility is preferred;
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

Required Special Qualifications

- Ability and willingness to work flexible hours.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate with other recreation personnel, volunteers, Community Service Workers, supervisory personnel and the general public;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to use hand and power tools and perform construction and maintenance activities;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee ability to climb or balance; stoop, kneel, crouch, or crawl; and smell;
- Ability to regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds;
- Ability to pass employment physicals including but not necessarily limited to drug testing;

Essential Working Conditions

- The employee is regularly exposed to fumes or airborne particles;
- The noise level in the work environment is usually moderate;
- Work is performed in an environment that is not temperature controlled;
- This position contains an element of risk to personal safety.