



Part-time Janitor & Gate Closing

SUMMARY:

Under the direction of the Parks & Facilities Manager, a janitor works independently while performing a variety of entry level custodial tasks for the cleaning and sanitation requirements at a public facilities, safe and effective use and application of cleaning agents and solvents, unclog drains; and minor repairs to janitorial equipment. Under limited supervision, cleans and maintains the general appearance and cleanliness of park facilities primarily restrooms and trash disposal.

- Performs a variety of janitorial tasks and duties such as dusting, sweeping, mopping, replacing lights, and cleaning of public areas and restrooms, including fixtures, sinks, urinals and toilets; replenish supplies in restrooms.
- All cleaning supplies and safety equipment are provided.
- Provide routine janitorial best practices and methods, including safety procedures, proper handling, operation and maintenance of janitorial equipment, and basic building safety tasks.
- Provides general janitorial tasks such as empties trash and recycle receptacles, debris cleaning from hard surfaces in parks and parking lots, mirrors and walls, clean outdoor furniture, and grounds.
- Monitor and report repair and preventive maintenance needs of restrooms and facilities such as equipment malfunctions, cosmetic issues, and general wear of facility infrastructure.
- Lock parking gates and restrooms in the evening.
- Remove snow from sidewalks and entryways.
- Perform other duties as assigned.

WORKING CONDITIONS AND PHYSICAL ABILITIES:

- This position works primarily outdoors with some indoor (restrooms) locations.
- Desire to learn, work on a team, positive attitude.
- Provide good customer service to public Park users.
- Safely and effectively operate cleaning equipment and tools; Take direction and perform tasks with minimal supervision.
- Prioritize tasks and perform a full range of assigned janitorial duties.
- Identify occupational hazards and use safety precautions.
- Demonstrate a high attention to detail.
- Effectively communicate with others verbally and in writing.
- Use active listening and interpersonal skills to mitigate conflict.
- Work cooperatively with others.
- Create a positive, constructive and respectful relationship with staff and the public.
- Must have good oral communications skills.
- This position regularly involves lifting, bending, reaching, standing, walking, talking, hearing, writing, grasping, repetitive motions and the ability to work outdoors for extended periods of time in all kinds of weather conditions, able to lift 50 lbs.



- Ability to respond and react to an emergency in an effective manner.
- Must be able to work independently with minimum supervision.
- Must be able to work a flexible schedule to include non-standard workweeks, split shifts, evenings and/or holidays

ADDITIONAL REQUIREMENTS:

- Must have a valid Washington State driver's license.
- Medical/physical evaluation and drug test prior to employment, at Parks expense.
- A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.
- Education equivalent to graduation from high school.
- Non-smoking workplace.
- Drug free workplace.

DESIRED LICENSES AND TRAININGS (or ability to obtain after hire):

- CPR /first aid training certification (provided by Key Pen Parks)

BENEFITS:

- Paid Holidays
- Sick and Vacation Leave
- Annual Boot Allowance
- Participate in WA PERS Retirement System (Pension)

TYPE OF POSITION: Permanent Part-time Position, 25 hours per week, Thursday to Monday Shift. Work hours may vary depending on special events. Job is approximately 5 hours per work day -- flexible schedule for janitorial duties but are required to close park gates at night (time changes based on time of year). This is a year-round position.

SALARY: anticipated hiring range: \$21.00 - \$22.94 per hour. Full salary range: \$21.00 - \$27.39 per hour

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities and objectives required of employees assigned to this job.