

Key Pen Parks

5514 Key Peninsula Hwy NW
Lakebay, WA 98349



The key to your next adventure!

Custodian

SUMMARY:

Under the direction of the Parks & Facilities Manager, a custodian works independently while performing a variety of journey level custodial tasks for the maintenance, cleaning and sanitation requirements at a public facilities, safe and effective use and application of cleaning agents and solvents, make minor maintenance repairs as needed; unclog drains; repair furniture and equipment. Under limited supervision, cleans and maintains the general appearance and cleanliness of park facilities and amenities.

Performs a variety of custodial tasks and duties such as dusting, sweeping, mopping, painting, replacing lights, vacuuming, and cleaning of offices, public areas, and restrooms, including fixtures, sinks, urinals and toilets; replenish supplies in restrooms.

Provide routine custodian best practices and methods, including safety procedures, proper handling, operation and maintenance of equipment, and basic building safety tasks.

Provides general custodial maintenance task such as empties trash and recycle receptacles, debris cleaning from hard surfaces in parks and parking lots, wash windows, 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, plumbing, HVAC and electrical issues and general wear of facility infrastructure.

Lock parking gates and restrooms in the evening. Remove snow from sidewalks and entryways.

Provides general custodial; maintenance and support at special events including preparing activities and litter/trash control; hauling light and heavy items, installing temporary safety fences and trash cans.

Perform other duties as assigned.

WORKING CONDITIONS AND PHYSICAL ABILITIES:

- This position works indoors and outdoors.

- Desire to learn, work on team, positive attitude.
- Provide good customer service to public Park users.
- Must be able to operate a variety of hand tools, power tools and maintenance equipment to perform tasks in a safe and responsible manner.
- Safely and effectively operate cleaning equipment and tools; Take direction and perform task with minimal supervision.
- Prioritize tasks and perform a full range of assigned janitorial duties in a fast-paced environment.
- 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 general 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 75 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 and at least 5 years' experience working in a janitorial field. Parks, municipal maintenance preferred.
- Non-smoking workplace.
- Drug free workplace.

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

- CPR /first aid training certification.
- Emergency management training ICS 100, 200, 700

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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.

Salary: \$20.03 to \$21.89 per hour DOE (Includes COLA effective 1/1/23)

Type of position: Permanent PT Position (no medical benefits offered), 25 hours per week, Thursday to Monday Shift. Work hours may vary depending on special events. The majority of work will be assigned Thursday to Monday, from 5:00 PM to 10 PM. This is a year-round position.