The Gemini Center
Fairview Park Recreation Department

FAIRVIEW PARK RECREATION
@ the gemini center
MAYOR EILEEN ANN PATTON

Job Title: Custodian-PT, evenings & weekends

Work Location: The Gemini Center

Division/Department: Fairview Park Recreation Department

Reports to: Building Maintenance Supervisors

☐ **Full-time**
■ **Part-time**

Job Summary:
- The Custodian is responsible for the daily cleanliness and representation of the facility. They will conduct routine cleaning of the various areas of the facility as well as assist with room setups, tear downs and any special projects that may be assigned.

Essential Duties and Responsibilities:
- Provide a safe and healthy environment for members to participate at The Gemini Center
- Clean locker rooms and restrooms including floors, countertops, mirrors, toilets, lockers, and showers.
- Ensure proper sanitation of building and grounds
- Wet and dry mop and/or scrubbing of floors
- Laundering of towels
- Setup and teardown events in the Community Rooms, Gym, Multipurpose, or other area of the building that are hosting a special events or classes.
- Assist with snow removal and salt distribution around The Gemini Center
- Take out trash and recyclables for facility
- Complete each task assigned in their zone during the specified shift
- Provide availability of no less than 4 weekend (Saturday/Sunday) nights per month. Exceptions must be cleared by management in advance
- Implement, and participate in the Emergency Action Plan to accidents or injuries. Fill out an Accident Report when providing any medical assistance
- Perform other duties as assigned

Education and/or Work Experience Requirements:
- Excellent customer service
- Verbal communication skills
- Professional appearance and demeanor
- CPR, AED, and First Aid Certified (within 60 days of hire)
- Ability to work a flexible schedule that includes evenings, weekends and holidays (minimum of 3 days a week including weekends)
- Ability to take direction and instruction
- Ability to lift up to 50 lbs; ability to climb ladders

Print Employee Name:

Employee Signature: **Date:**