

# Seasonal Buildings and Grounds Custodian

## Position Description

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Reports to: Maintenance Supervisor  
Department: Maintenance/Parks and Recreation

NAME: \_\_\_\_\_

Date: \_\_\_\_\_ Approved: \_\_\_\_\_

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### Job Summary:

Performs general cleaning, maintenance, and upkeep of Reading Recreation Commission facilities and grounds. Oversee community service workers. Employees in this position may be assigned varied, routine maintenance tasks as needed.

### Essential Functions:

1. Performs general cleaning, maintenance, and upkeep of Reading Recreation Commission facilities and grounds including windows, floors, doors, and walls.
2. Clean and sanitize restrooms/bathrooms using established practices and procedures at recreation centers and field houses.
3. Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; replace light bulbs; refill restroom dispensers.
4. Assist with the setup of facilities for meetings and events as needed
5. Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.
6. Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
7. Wash walls and equipment; use ladders when required in work assignments.
8. Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
9. Follow instructions regarding the use of chemicals and supplies. Use as directed.
10. Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas within sixteen feet of buildings using hand-operated tools or small power equipment.
11. Move furniture, equipment, supplies and tools on an incidental basis.
12. Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags, dust mops, and assist in laundering youth uniforms.
13. Supervises and directs work of community service workers
14. Collects trash at parks and playgrounds as needed

15. Does related work as required.

*The preceding examples are representative of the assignments performed by the position and are not intended to be all-inclusive.*

### **Education and Experience:**

1. Must be at least 18 years of age.
2. Possession of valid Pennsylvania's driver's license required.
3. Custodian or maintenance experience at the level of laborer or above.
4. Experience with departmental equipment.
5. Education equivalent to a high school diploma or equivalent combination of experience, training, and education, which provides the required knowledge, skills, and abilities.

### **Knowledge, Skills and Abilities:**

1. Knowledge of the methods, tools, and equipment of the department.
2. Ability to perform simple, manual tasks on a continuous basis.
3. Ability to work cooperatively with fellow employees.
4. Ability to understand and follow oral and written directions.
5. Ability to lift 50 lbs., bend, stoop, climb, and reach.

Please note: The Reading Recreation Commission is an E/O/E. All positions are at-will and are subject to clear criminal background, child clearance and FBI checks.

Applications for the above position are available by visiting [www.readingrec.org](http://www.readingrec.org) and clicking on "Job Opportunities" or at the 3<sup>rd</sup> and Spruce Recreation Center, 320 S. 3<sup>rd</sup> St. Reading, PA 19602. For further information, please call 610-655-6260.