

# Recreation Facilities Custodian

## Position Description

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Reports to: John O'Mara, Maintenance Supervisor  
Department: Parks/Recreation

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

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

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### Job Summary:

This recreation facilities custodian position is responsible for performing all necessary duties to ensure the cleanliness of Reading Recreation Commission facilities including recreation centers, field houses, and playground buildings as needed. This position involves routine and general cleaning in various Park facilities, routine inventory of miscellaneous items and minor repairs as needed. Employees in this position may be assigned varied, routine maintenance tasks as needed. Performs laborer and some semi-skilled manual tasks for the Reading Recreation Commission.

### Essential Functions:

1. Performs general, routine cleaning and upkeep of facilities, buildings, and grounds with a primary focus on daily facility cleaning and sanitizing.
2. Must have ability to handle diversified job duties and work independently with minimal supervision and a high degree of attention to detail.
2. Cleans restrooms and plunges toilets as needed.
3. Maintains floors.
4. Operates trucks and vans.
5. Supervises and directs work of community service workers
6. Collects trash at parks and playgrounds as needed
7. Does related work as required.
8. Helps to coordinate community cleanup efforts as needed
9. Park Attendant for special events and rentals as needed

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

### Education and Experience:

1. H.S. Diploma/GED required
2. Must be at least 18 years of age.
3. Possession of valid Pennsylvania's driver's license required.
4. Custodian or maintenance experience at the level of laborer or above.

5. Mandated clearances (Criminal, Child, and FBI) and mandated reporter training as required by the Reading Recreation Commission.
4. Experience with departmental equipment.

**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.

**Application Process:**

Candidates should forward an application (found on our website) to: Business Manager, Reading Recreation Commission, 320 S. 3<sup>rd</sup> St. Reading, PA 19602.

*Reading Recreation Commission is an Equal Opportunity Employer*

Job Type: Full-time

Pay: From \$14.00 per hour based on experience.

Benefits:

- Health, Dental and Vision insurance – single-coverage
- Paid time off (vacation, holidays, personal, sick)
- Retirement plan (Simple IRA)
- Monthly mobile phone stipend

Schedule:

- 8 hour shift – 7:00 a.m. – 3:00 p.m. or 8:00 a.m. – 4:00 p.m.
- Regular schedule: Monday to Friday (occasional weekend may be required for special events)
- Overtime (must be approved in advance by supervisor)