



OUR VISION:

To be the acknowledged leader in public assembly venue management in the region

OUR MISSION:

To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues

OUR VALUES:

Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community

Job Title	Custodian	Bargaining Unit	Non-represented
Functional Job Family	Operations	Classification #	8285
FLSA	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Salary Grade #	210
Position Status	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	Revision Date	May 2007

Classification Description:

Ensure lobbies, restrooms and other public/non-public areas are clean, orderly and properly maintained

Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

1. Cleans and maintains restrooms; re-stocks paper towels, toilet paper and soap dispensers; sweeps and mops floors; cleans sinks, mirrors, counters and toilets.
2. Sweeps, mops, vacuums and otherwise maintains public and non-public areas prior to and during events.
3. Responds to requests for general cleaning as needed.
4. Cleans all glass surfaces in lobby, i.e. doors, windows, display cases, counter tops.
5. Cleans after event; picks up trash and recyclable items as requested; deep cleans restrooms, lobbies and meeting rooms.

Secondary Functions:

1. Helps maintain parking lot; picks up trash, picks up leaves.
2. Other duties which may be necessary or desirable to support the agency's success.

Supervisory Responsibilities:

This position has no supervisory responsibility but may provide leadership and guidance to contract or temporary staff and/or assist with orientation of new members of the work group.

Education and/or Experience; Certificates, Licenses, and Registrations:

- High school diploma or GED, and
- A minimum of one (1) year of experience in facility cleaning or janitorial work, or



- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.

Necessary Knowledge, Skills and Abilities:

- Operation of cleaning equipment and supplies
- Work independently and with minimal supervision
- Read and follow written and oral instructions
- Work constructively with the general public and coworkers
- Work quickly, efficiently and unobtrusively
- Work various hours including weekends, evenings and holidays

Physical Demands / Work Environment:

- Continuously required to stand and/or walk for extended periods of time; hear and/or respond to verbal/audio cues.
- Frequently required to stoop, kneel, crouch or crawl; twist and/or bend; lift, push, pull and/or carry objects up to 50 pounds; perform repetitive motions of hands and wrist; reach with hands and arms; exposed to toxic or caustic chemicals and/or fumes or airborne particles.
- Occasionally required to work near or around electricity; exposed to blood or other human bodily fluids; exposed to outdoor weather conditions.

“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this classification description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”

APPROVED:

_____ Date

_____ Date