



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
CUSTODIAN
(PUBLIC RELATIONS & SPECIAL ACTIVITIES)
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for performing custodial and manual work in the care and cleaning of City facilities. Reports to the Recreation Center Supervisor.

There are three (3) levels of Custodian distinguished by the level of work performed and the qualifications of the employee.

ESSENTIAL JOB FUNCTIONS

Performs routine cleaning tasks such as dusting or polishing chairs, desks, tables, shelves, and other furniture; washes windows, woodwork and walls; gathers and disposes trash; vacuums, sweeps, and mops floors; sanitizes work and public areas as necessary.

Cleans and restocks supplies in restrooms.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Cleaning Methods - Knowledge of cleaning methods, materials, and equipment.
- Customer Service - Basic knowledge of principles and processes for providing customer service.
- Safety - Knowledge of occupational hazards, safety precautions and safety regulations related to recreational activities and other work related precautions.

REQUIRED SKILLS

- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations and the public. Effectively responds to and resolves complex inquiries and disputes.
- Time Management - Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.

REQUIRED ABILITIES

- **Communication** – Basic ability to effectively communicate ideas. Ability to listen and understand information and ideas presented verbally or in writing.
- **Manual Labor** – Ability to use equipment and cleaning materials efficiently and economically.

EDUCATION AND EXPERIENCE

Custodian I – Requires 1 year of related experience, or an equivalent combination of education and experience.

Custodian II – Requires 2 years of related experience, or an equivalent combination of education and experience.

Custodian, Senior – Requires 3-5 years of related experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a sex offender registry check and a pre-employment medical evaluation.

PHYSICAL REQUIREMENTS

- Tasks require the ability to exert moderate, though not constant physical effort.
- Some combination of climbing and balancing, to include climbing ladders, stooping, kneeling, crouching, and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate colors or shades of colors, odor, depth, texture, and visual cues or signals.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as weather, dirt, dust, pollen, odors, wetness, machinery, vibrations, toxic agents, disease, or pathogenic substances.