

TOWN OF LEO-CEDARVILLE

JOB DESCRIPTION

Approved Title: <b>PARK CUSTODIAN</b>	Effective Date:	Weekly Hours: Part-Time
Appointing Authority: Town Council	Immediate Supervisor : Town Manager	FLSA Code: Non-Exempt

**I. Purpose of the Position:** The Park Custodian is primarily responsible for cleaning, maintaining and securing the Park Pavilion and other park facilities in the Town.

**II. Essential Functions:**

- Clean and inspect Park Pavilions before and after rental;
- Clean and secure park restrooms;
- Empty park trash cans;
- Pick up trash on park grounds;
- Inspect and maintain park grounds and facilities, and notify Town Manager of any mechanical or structural problems or hazards;
- Remove snow and ice and other obstructions from park walkways;
- Make sure all facilities are locked and secure when not in use;
- Perform other custodial or maintenance duties in parks as assigned by Town Manager.

**III. Required Qualifications:**

- Ability to work with custodial equipment and cleaning chemicals;
- Ability to walk and stand frequently and for long periods of time;
- Ability to lift up to 50 pounds on an occasional basis;
- Ability to shovel snow and ice;
- Ability to work in outside weather conditions in all seasons;
- Ability to communicate effectively and to follow spoken and written instructions.

Approved by the Leo-Cedarville Town Manager:

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Date

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Peggy Garton