

CAMPBELL COUNTY GILLETTE, WYOMING

Event Custodian

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job and/or department.*

DEFINITION

To perform the full range of custodial duties as they relate to the care, maintenance, and cleaning of assigned buildings and facilities; perform event set-up and tear down; provide other assistance as required by individual event and/or user. Work varied hours to include nights, evenings, weekends and holidays.

SUPERVISION RECEIVED AND EXERCISED

May provide technical or functional supervision for part-time or service workers as assigned by immediate supervisor for routine daily activities, or special projects.

Receive general supervision from Event Custodial Supervisor.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Important and essential duties may include, but are not limited to, the following:

1. Provide proper facility set-up for events, including, but not limited to, moveable walls, tables, chairs, stage, dance floors, bleachers, linen, place settings, trash containers, table skirting, carpet runners, electrical cords, etc. as determined by facility renters.
2. Provide routine custodial care for all Cam-Plex facilities, campgrounds, grandstands, and other areas as required. Work may include, but is not limited to, dusting, vacuuming, washing windows, washing floors, picking up trash, cleaning restrooms, etc.
3. Restock utility closets and custodial cart; inform supervisor when cleaning supplies are getting low; suggest new cleaning products.
4. Identify and report building maintenance needs. Perform minor repair work.
5. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
6. Secure all Cam-Plex buildings and grounds on a daily basis to ensure that all doors are locked and lights turned out; monitor heating and air conditioning settings.
7. Inventory all equipment, tables, chairs, silverware, outlets, etc. used by facility renters and submit to the Event Custodian Supervisor for proper billing.

8. Train part-time employees in all aspects of cleaning, event setup, procedures and safety as it pertains to assigned work.
9. Work varied hours to include nights, evenings, weekends and holidays.
10. Adhere to safe work practices and procedures.
11. Attend and participate in staff meetings, safety meetings, and related activities, attend workshops, conferences, and classes to increase professional knowledge; serve on committees as assigned.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Practices, methods, equipment, tools, and materials used in custodial work.
- Characteristics and use of commercial custodial compounds.
- Basic multi-user event facility setup and tear-down procedures.
- Principles and practices of working safely.

Skill to:

- Operate a variety of custodial and industrial equipment in a safe and effective manner.
- Operate a motor vehicle safely.

Ability to:

- Clean and care for assigned areas and equipment.
- Read, understand and follow oral and written directions.
- Learn multi-user event facility setup and tear-down procedures.
- Interpret, explain policies and procedures.
- Communicate clearly, both orally and in writing.
- Work varied hours to include nights, evenings, weekends and holidays.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

- One to two years of custodial work experience.

Education/Training:

- Equivalent to high school education.

LICENSES, CERTIFICATES, OR REGISTRATIONS:

- Valid driver's license.

WORKING CONDITIONS:

Essential duties require the following:

Working Environment:

- Considerable exposure to cold, heat, noise, outdoors, chemicals, dust, mechanical hazards, and electrical hazards; availability for shift work.

Physical Activities:

- Essential functions require maintaining physical condition necessary for significant physical activity such as sitting, standing, walking, kneeling, crouching/stooping/squatting, crawling, twisting, climbing, and lifting an average of 60 lbs.