

Moultrie-Colquitt County Recreation Authority

JOB ANNOUNCEMENT

Position: Custodian

Starting Pay: Depending on Experience

MCCPRA is seeking a motivated and skilled Custodian Crew Member to join our dynamic team. This position will begin as part-time during the probationary period, with the opportunity to transition into a full-time role upon successful completion of the probationary period. The ideal candidate will demonstrate excellent communication, a strong work ethic, and the ability to adapt to a fast-paced environment.

GENERAL NATURE OF WORK: The Custodian is responsible for maintaining cleanliness and order in assigned areas. This role includes cleaning, maintenance, and ensuring a safe and sanitary environment for all building occupants.

Key Responsibilities:

1. **Cleaning and Maintenance:**
 - Sweep, mop, and vacuum floors.
 - Clean restrooms, including toilets, sinks, and mirrors.
 - Empty trash and recycling bins.
 - Dust and wipe down surfaces, including desks, windows, and furniture.
 - Restock supplies in restrooms and other areas as needed.
2. **Safety and Sanitation:**
 - Follow all safety protocols to ensure a safe working environment.
 - Use cleaning chemicals and supplies in accordance with safety standards.
 - Report any maintenance issues or safety hazards to the supervisor.
3. **Facility Upkeep:**
 - Perform minor repairs such as changing light bulbs and fixing leaks.
 - Assist with setting up and breaking down for events.
 - Ensure all areas are locked and secure after cleaning.
4. **Communication:**
 - Maintain effective communication with team members and supervisors.
 - Provide feedback on cleaning practices and suggest improvements.

EDUCATION, TRAINING, AND EXPERIENCE: High school diploma or equivalent. Previous custodial or janitorial experience preferred. Ability to follow instructions and work independently. Strong attention to detail and organizational skills. Physical ability to lift and move heavy objects and stand for extended periods.

Work Environment:

- This job typically involves working indoors but may require outdoor work for specific tasks.
- The position may require evening or weekend shifts.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to walk, stand, sit, talk, or hear. The employee is frequently required to use hands to handle or operate objects or use tools, such as a computer or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. Sufficient vision, hearing, and stamina to perform the above functions are required. The employee must occasionally lift and/or move objects up to 50 pounds.

WORK ENVIRONMENT: While performing the duties of this job, the employee generally works outdoors and is frequently exposed to outside weather conditions. The employee works near moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, fumes, and toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office or moderately noisy when in the field.

PROBATIONARY PERIOD:

Duration: 60-day probation

Work Hours: Part-time 5 days per week

Performance Review: Regular assessments to evaluate performance and suitability for full-time transition.

Transition to Full-Time: Upon successful completion of the probationary period, the position will transition to a full-time role with the following benefits:

Health insurance

Retirement plan

Paid time off

If selected, the applicant must successfully pass pre-employment drug screening and background check. Applicants must possess and maintain a valid State driver's license.

Moultrie-Colquitt County Parks & Recreation Authority maintains a drug-free workplace.