

Shrewsbury Parks and Recreation Department  
5200 Shrewsbury Avenue  
Shrewsbury, MO 63119

Job Description  
Title: Part-time Custodian

**Nature of Work**

This position is responsible for performing cleaning and unskilled manual labor work of routine maintaining the appearance of the Shrewsbury City Center. Work is performed under direct supervision of the head custodian and the general supervision of the director. Work involves physical exertion, lifting and moving heavy objects, cleaning and maintenance of the facility and adjacent grounds.

**Illustrative Tasks**

Performs general custodial work such as cleaning and maintaining offices, hallways, restrooms, work areas, meeting rooms and public reception areas by sweeping, vacuuming, mopping, waxing and buffing, using power and hand equipment. Responsible for the check-in and checkout of rentals in the facility, and supervision of the facility during rentals after normal business hours. Empties trashcans in offices and public areas and disposes of trash by taking it to a central trash collection area. Cleans windows, blinds, mirrors, drinking fountains and bathroom fixtures. Refills paper products and supplies in restrooms and monitors inventory of supplies for reordering. Responsible for table and chair set-ups for facility rentals and reservations, and for securing the City Center at the close of each day. Removes snow from sidewalks, building entrances and parking lots, and perform other related work as required.

**Knowledge, Abilities and Skills**

Knowledge of procedures and methods used in cleaning and maintenance. Knowledge of equipment operating hand and power cleaning equipment including vacuums, buffers mops and brooms. Ability to lift and move furniture, office equipment and supplies. Ability to perform physical activities under adverse weather conditions such as removal of snow or litter. Ability to follow oral and written instructions.

**Physical Requirements**

1. Has strength and dexterity to operate equipment and tools.
2. Able to lift and carry up to 50 pounds for short distances
3. Must have good hand/eye coordination
4. Ability to stoop, bend, climb, and crawl as needed to adequately perform cleaning and maintenance of facilities.

**Minimum Qualifications**

Six months experience in building cleaning and maintenance is preferred; or any equivalent combination of training and experience.