

## Middletown, CT Job Description

<b>Classification Title</b>	Custodian/Program Aide
<b>Job Code</b>	
<b>Department</b>	Recreation & Community Services
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### PURPOSE OF POSITION

The purpose of this position is to provide custodial services to the Senior and Community Center. Aides staff with recreational programs, combine afternoon and evening maintenance and cleaning tasks with some program staff duties including social and recreational activities with seniors, and to serve as a substitute bus driver. The work is performed under the direction of the Director of Recreation and Community Services.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- ~~• Receives oral and written directions from supervisor.~~
- Cleans Senior Center rooms, hallways, restrooms, offices, kitchen, lunchroom and stairs. Empties wastebaskets and takes out trash. Cleans and maintains floors.
- Moves tables and chairs and assists with room preparation for events and programming. for different meeting needs.
- ~~Assists with or leads certain social and recreational activities.~~ Serves as substitute bus driver.
- ~~• Drives the Senior Center bus on occasion as a substitute for the regular driver.~~
- ~~• Cleans and maintains floors; sweeps, mops strips and waxes floors.~~
- ~~• Operates vacuum cleaner on rugs, carpets, furniture and blinds.~~
- ~~• Empties wastebaskets; maintains trash bins; takes out the trash.~~
- Performs light maintenance and repair on equipment and furniture. Attend to on-site repair and maintenance vendors.
- Provides assistance to visitors, staff, volunteers and seniors as needed.
- Follows all applicable safety rules. Maintains OSHA required records on toxic substances and storage.

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- Reports damage, theft or vandalism immediately to the Director. Advises Director on repair and equipment options.
- Maintains inventory of custodial supplies. Works with staff to order replacement supplies.
- Maintains grounds as needed, which includes; shoveling snow, cleaning sidewalks, etc.
- Opens and Secures building at start and end of shift.
- Attends staff meetings and appropriate in-service sessions.
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

High school diploma or equivalent with vocational/technical training in mechanical or carpentry related areas and six months of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

#### Other

- Position requires a Commercial Driver's License Class B.
- be obtained within three months of hire date.

### PREFERRED QUALIFICATIONS

Custodial/maintenance experience.

### KNOWLEDGE, SKILLS, and ABILITIES

- Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.

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- ~~• Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, blueprints, staff notes, Center calendars, flyers, reports, diagrams, drawings, OSHA handbook, union contract, catalogs, bus policy and general operating manuals.~~
- ~~• Requires the ability to communicate orally and in writing with the Director and all department personnel, other City departments, seniors, volunteers, delivery persons, bus riders, outside groups and the public.~~
- ~~• Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.~~
- Knowledge of OSHA safety rules and sanitation rules and regulations
- Ability to perform bus visual safety inspections and provide repair instruction
- Ability to plan, prepare and execute furniture and equipment set up for special events
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Handle common inquiries or complaints
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Follow oral and written instructions and procedures
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Eestablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

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### PHYSICAL REQUIREMENTS

- ~~• Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a bingo machine, vacuum cleaner, buffer/stripper, commercial dishwasher, hand and power tools, mechanic's and carpenter's tools, sports paraphernalia, and/or materials used in performing essential functions.~~
- ~~• Requires the ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as cleaning and operating equipment.~~
- ~~• Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.~~
- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

### WORKING CONDITIONS

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- ~~• Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.~~

Position requires stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling and lifting.

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*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/01/15
<b>Dates revised</b>	