

**CITY OF CUSHING
POSITION DESCRIPTION**

JOB TITLE: Youth Center Part Time
DEPARTMENT: Youth Center Department
REPORTS TO: Youth Center Director
SALARY GRADE: 1
FLSA STATUS: Nonexempt
SAFETY SENSITIVE: Yes

NATURE OF WORK / SUMMARY

Performs a variety of skilled and unskilled tasks in the custodian care and maintenance of the Youth Center building.

Works under the close supervision of the Youth Center Director.

ESSENTIAL JOB FUNCTIONS

- Sweeps, vacuums, mops, dust, shampoos, steam cleans, strips, waxes, polishes, and buffs floors, carpets, and furniture, etc.
- Dumps Trash cans and garbage and relines cans with liners.
- Cleans and sanitizes restrooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.
- Washes windows, walls, metal and woodwork.
- Pick up litter from around buildings and grounds.
- Opens and closes, locks and unlocks facilities as needed.
- Keeps records of work completed.
- Assists with youth and adult recreational programs that may include Typing in Memberships, Rosters, Schedules, etc.
- Cleans Hot Tubs once a week and Filters every other Month.

EDUCATION, TRAINING, AND EXPERIENCE REQUIRED

- Any combination of experience and training which demonstrates the knowledge and experience to perform the work.
- Working knowledge of equipment, materials, supplies used in building and grounds maintenance; working knowledge of equipment and supplies used to do minor repairs; some knowledge of first aid and applicable safety precautions.
- Skill in operation of listed tools and equipment.
- Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time.

- Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand and follow written and oral instructions; Ability to establish effective working relationships.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED

- Valid State Driver's license.

TOOLS AND EQUIPMENT USED

Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting equipment.

PHYSICAL/MENTAL REQUIREMENTS

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 the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

NOTE

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SAFETY SENSITIVE

Youth Center Building Maintenance Custodian is a designated safety sensitive position under 63 O.S. § 427.8 *et seq.*