



**City of Batesville
Job Description
Job Title: Community Center
Custodian (Part-Time)**

Exempt (Y/N):

Shift: Variable

Department: Parks

Supervisor: Maintenance Supervisor (Steve Nichols)

Prepared By: Brandon Shrader

Dot Code:

Location: Community/Aquatics Center

Employee Name:

Date: 3-8-2017

Summary: The Batesville Community Center and Aquatics Park is seeking a dedicated and reliable individual for this long term position. This position will provide the right individual an excellent opportunity to become part of a friendly, team oriented work environment. The successful candidate will be responsible for cleaning and minor repairs of our facility. These duties will include trash duty, mopping, event set up, and general grounds maintenance at the Batesville Community Center and Aquatics Park.

Essential Duties and Responsibilities include the following, but are not limited to:

Strict attendance to work schedule.

Assist with cleaning interior, exterior and immediate grounds while performing light maintenance.

Assist with coordinating and setting up building for programs and rentals.

Assist with receiving, storing and distributing custodial and recreation supplies to various locations.

Assist with performing minor building repairs and report repairs as needed.

Must be courteous and helpful to customers, staff and public.

Follow and administer department policies, guidelines and crisis management procedures.

Requirements:

Applicants must possess a valid Driver's License. Must be willing to submit to and pass a drug test. Background check will be administered. Ability to lift 25 pound packages on a regular and consistent basis.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to citizens and city employees. Must be able to read, write and speak the English language.

Working Hours:

The Batesville Community Center and Aquatics Park is looking for variable hours per week. Need to be available for work throughout the week and weekends.

Compensation:

Depending upon experience & qualifications..