

**Personnel Department**

(559) 646-3545 Ext. 222  
1100 E. Parlier Avenue  
Parlier, CA 93648



**Event Custodian  
Recreation Department  
Part-Time  
\$10.30 to \$11.93 Hourly**

**Deadline: Open until filled**

**Job Purpose**

Under general supervision, to set up and take down facility arrangements for special events; and to perform a full range of custodial duties related to the care, repair, maintenance, and cleaning of assigned buildings of facilities.

**Essential Duties and Responsibilities**

- Set up and take down arrangements for special events.
- Identify and report building maintenance needs in assigned buildings and facilities; perform minor repair and maintenance work.
- Clean and sanitize rest room facilities and fixtures including sinks, urinals and toilets; replenish supplies in rest rooms.
- Sweep, vacuum, mop, wax, strip, and polish floors; vacuum and shampoo carpets.
- Dust and polish furniture, woodwork, fixtures, and equipment.
- Wash windows, mirrors, doors, and walls.
- Clean desks and counter tops.
- Empty, clean, and sanitize waste receptacles.
- Move and arrange furniture and equipment; set up rooms for conferences and meetings.
- Replace lights; clean ceiling fixtures; clean and adjust shades and blinds.
- Maintain grounds around building; sweep walkways.
- Ensure that buildings are secured at close of shift.
- Other duties as assigned.

**Skills**

Knowledge of:

- Practices, methods, equipment, tools, and materials used in custodial work;
- Occupational hazards and standard safety practices necessary in the area of work assigned; and
- Safe driving principles and practices.

Ability to:

- Operate a variety of custodial equipment in a safe and effective manner;
- Operate a motor vehicle safely;
- Clean and care for assigned areas and equipment;
- Understand and follow oral and written directions;
- Work independently in the absence of supervision;
- Communicate clearly and concisely, both orally and in writing; and
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Qualifications**

**Experience**

One year of custodial and maintenance experience.

**Training**

Equivalent to a high school diploma.

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Physical Demands**

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to heat, noise, outdoors, chemicals, dust, blood borne pathogens, hazardous materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work.

**Selection Procedure:**

All applications will be reviewed with the most qualified applicants being invited to take part in an oral interview.

**Apply:**

Application may be obtained from the City of Parlier, Finance Office, 1100 E. Parlier Avenue, Parlier, CA 93648.  
(AA/EOE)