

## Metropolitan Exposition-Recreation Commission

<b>Title:</b>	Event Custodian	<b>Bargaining Unit:</b>	IOUE 701-1
<b>Job Code:</b>	8610	<b>Established:</b>	July 1, 2000
<b>Pay Range:</b>	110	<b>Revised:</b>	
<b>FLSA Status:</b>	Non-exempt	<b>EEO Category:</b>	Service/Maintenance

### CLASSIFICATION DESCRIPTION

Perform set-up and clean up duties for specified events on an on-call basis at the Portland's Centers for the Arts (P'5). Maintain lobbies, rest rooms and other public and non-public areas in a clean and orderly manner.

### SUPERVISION RECEIVED

Supervision is received from the Operations Supervisor or Utility Lead

### SUPERVISION EXERCISED

None

### DUTIES AND RESPONSIBILITIES

An employee in this position must be able to perform all of the essential duties listed below with or without reasonable accommodation. However, this list is not intended to include all the specific tasks which an employee in this position may be expected to perform.

1. Ensures restrooms, lobbies and other public/non-public areas are clean, orderly and properly maintained.
2. Cleans and maintains restrooms; re-stocks paper towels, toilet paper and soap; sweeps and mops floors; cleans sinks, mirrors, counters, toilets and urinals.
3. Cleans glass in windows and doors.
4. Sweeps, mops, vacuums and otherwise maintains public and non-public areas prior to and during events.
5. Collects and recycles trash. Operates recycler and debris compactor.
6. Provides directions and other general assistance to public.
7. Cleans other areas as assigned.
8. Begins change-over preparation for subsequent events following event in progress, as assigned.
9. Assists in setting up tables, chairs, and draperies as required.
10. Monitors building during shows to ensure restrooms are stocked, and trash containers are emptied.
11. Performs other duties as assigned.

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## **JOB SPECIFICATIONS**

### **EDUCATION AND EXPERIENCE**

Minimum of one year of experience in facility cleaning or janitorial work or any combination of education and experience eth provides the necessary knowledge, skills and abilities to perform the classification duties and responsibilities.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Work independently and with minimal supervision
- Read and follow written and verbal instructions including operating manuals and application instructions provided by product manufacturers
- Establish and maintain effective working relationships with co-workers and the public
- Perform public facility and routine clean-up tasks

### **PHYSICAL REQUIREMENTS**

- Walk, stand and work on concrete surfaces for extended periods of time
- Work quickly, efficiently and unobtrusively
- Stay clean and presentable while performing dirty work
- Push, pull, lift and carry up to 50 pounds on a regular basis and up to 80 pounds occasionally
- Push and pull up to 150 pounds on a regular basis

### **JOB CONDITIONS**

Work is performed indoors, is physical in nature and may require exertion. Incumbent is exposed to chemicals and dust. Gloves, masks and other personal protective equipment are required while performing some tasks. Must be available to work all days and shifts including weekends and holidays.