

WORCESTER COUNTY JOB OPPORTUNITIES

DEPARTMENT: DEPARTMENT OF RECREATION & PARKS

JOB TITLE: CUSTODIAL MONITORS

COMPENSATION: GRADE 8/STEP 8 \$17.49 HOURLY

WORK LOCATION: WORCESTER COUNTY RECREATION CENTER, 6030 PUBLIC LANDING ROAD
SNOW HILL, MARYLAND

WORK SCHEDULE: VARIES- EVENINGS, EARLY MORNINGS, AND WEEKENDS AS NEEDED

APPLICATION PERIOD: UNTIL FILLED

MARYLAND STATE RETIREMENT: MEMBERSHIP IS MANDATORY FOR EMPLOYEES THAT WORK OVER 500 BUDGETED HOURS IN THE FISCAL YEAR. AS A MEMBER, 7% OF YOUR BUDGETED ANNUAL SALARY WILL BE CALCULATED, DIVIDED BY 26 AND DEDUCTED FROM YOUR BIWEEKLY PAYCHECK AND SENT TO YOUR ACCOUNT AT MARYLAND STATE RETIREMENT SYSTEM.

JOB SUMMARY: Under supervision of the Recreation Facility Superintendent, schedules, performs, and oversees various custodial tasks in the recreation center as well as the surrounding grounds.

GENERAL REQUIREMENTS:

- Pre-employment background check
- Safety Sensitive position requiring Drug and Alcohol Testing
- Essential personnel subject to emergency call-back with little or no notice
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Greet all participants and the general public in a friendly and courteous manner.
- Accountable for the general appearance of the recreation center and surrounding grounds.
- Performs general cleaning duties such as sweeping, waxing and buffing of floors, cleaning windows, doors, cleaning and sanitation of rest rooms including refilling of dispensers etc. as considered industry standard practice for commercial buildings.
- Collects and disposes of trash and wastepaper.
- Maintains trees, shrubs, and flowers
- May perform basic general maintenance on building amenities and/or make minor repairs and adjustments.
- May assist Recreation staff with the set-up and cleanup of equipment for Recreation programs and special events.
- May assist with the installation and removal of a portable dasher wall, sports court and various other types of gym equipment to prepare gymnasium for a variety of activities.
- Communicates any issues or concerns to the Recreation Facility Superintendent or Recreation Staff.
- Performs other related duties as required.
- Must be able to always maintain confidentiality and a professional attitude.
- Successful applicants will be required to work weekends as needed.
- Successful applicants will be required to work evenings or early mornings during special events and when cleaning duties are required.
- Completes assigned tasks accurately and by established deadlines.
- Cross train and back up other staff as needed
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complies with safety programs, procedures training, fire drills, COOP plans, etc.
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres to the Worcester County Government Personnel Rules & Regulations
- Performs other related duties as required by Recreation Facility Superintendent.

QUALIFICATIONS AND SKILLS:

- Valid driver's license and driving record of less than 4 points (MD)
- The job entails physical labor including bending, stooping, lifting and carrying of possible heavy objects.

FY25, salary effective 06.24.2024- updated 06.21.24

- Ability to perform duties independently and as part of a team and the ability to complete assigned tasks by established deadlines.