

Position: Custodian
Department: Operations
Reports To: Custodial Team Leader
FLSA Status: Part-time/ Hourly/ Nonexempt

Position Summary

Under general supervision, the Custodian is responsible for the cleanliness of the WCC facility, to include event rooms, restrooms, service corridors, storage rooms, entrances/exits, landscape beds, and administration offices. In addition to these responsibilities, may act as a liaison between the facility and its guests, ensuring that all custodial requirements are met, and that facility rules, regulations and policies are followed.

Essential Duties and Responsibilities

- Maintain cleanliness and sanitation of the facility through continual walk-through(s), as well as clean up before, during, and after events.
- Perform cleaning tasks including, but not limited to: sweeping, mopping, dusting, trash removal, vacuuming, spot cleaning, washing, stripping, carpet cleaning, window washing and floor waxing.
- Complete daily work task sheets established by the Custodial Team Leader.
- Provide assistance with set-up tasks for events as needed.
- Notify the Custodial Team Leader of any housekeeping needs, safety concerns, or damage issues.
- Maintain an ample inventory of supplies and equipment on custodial carts.
- Operate custodial equipment effectively and report any maintenance and repair issues to the Custodial Team Leader.
- Comply with all WCC policies and procedures, to include facility safety policies such as infection control and bloodborne pathogens.
- Provide excellent guest services during scheduled events.
- Perform other duties as assigned.

Supervisory Responsibilities

This position does not have any supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High school diploma or equivalent education.
- Minimum of 6 months experience in a custodial field.
- Prior experience in a related public assembly facility preferred.
- Some guest service experience preferred.

Revision Date: February 2019



Skills and Abilities

- Strong attention to detail, with the ability and initiative to maintain the facility as a premium convention center for the City of Wilmington.
- Excellent communication, organizational, and interpersonal skills.
- Ability to undertake and complete multiple tasks at any given time.
- Understand verbal and written instructions, with the ability to read and understand English.
- Ability to interact with guests, vendors, and staff in a friendly, courteous, and polite manner.

Other Qualifications

- Availability to work long and irregular hours that may vary due to event functions, including days, nights, weekends, and holidays.

Physical Demands

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 accommodations 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 move around the facility. Daily shifts will endure various degrees walking, standing, turning, stooping, crouching, kneeling, reaching, pushing and pulling, requiring a full range of body movements. Must be able to work at a fast pace for extended periods of time. Must be able to lift and move heavy objects of varying weight and size up to 40 pounds.

Working conditions include frequent exposure to dusty, dirty, and unsanitary objects and conditions. Additionally, may have occasional exposure to toxic materials such as cleaning fluids, as well as cleaning tools and equipment that may cause personal harm or injury if improperly handled. This position may require work inside and outside of the building, as needed.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. This document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To Apply:

https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000461030006#

SMG/The Wilmington Convention Center is an Equal Opportunity/Affirmative Action employer, and encourages women, minorities, individuals with disabilities, and protected veterans to apply. We are a VEVRAA Federal Contractor. Applicants who need reasonable accommodations to complete the application process may contact (910) 386-4343 for further assistance.

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