

New Baltimore Parks & Recreation

Job Posting: Park & Facility Cleaning Services

Job Duties: Under the direction of the Recreation Director & Recreation Programmer, the Parks & Recreation Staff Member will be responsible for cleaning the city owned parks, park facilities, and the recreation center. Knowledge or willingness to learn proper cleaning techniques is essential.

Essential Functions:

Cleaning responsibilities included and are not limited to:

- Cleaning the New Baltimore Recreation Center and park facilities at Walter & Mary Burke Park and Maynard "Red" Aurland Memorial Park.
- Cleaning the grounds outside of these three facilities, cleaning windows, and keeping the facilities safe by properly storing cleaning supplies, chemicals, and equipment.
- Picking up loose trash and emptying trash receptacles at the previously mentioned facilities.
- Vacuuming, sweeping, and mopping of flooring and stairs. ☒
- Clean and sanitize bathrooms. ☒
- Clean sinks, countertops and microwaves.
- Restock supplies in bathrooms and pavilions.
- Maintain janitor closets in a clean, organized and safe manner.
- Maintain janitorial equipment in a clean, safe and operable condition.
- Wearing proper Personal Protective Equipment at all times.
- General maintenance of grounds.
- Performing any cleaning/janitorial tasks deemed necessary by the Parks & Recreation Director.

Knowledge, Skills, and Abilities:

- Good communication and interpersonal skills.
- Good client/customer service skills.
- Ability to follow oral and written instructions.
- Ability to prioritize multiple tasks.
- Ability to work effectively with a team.
- Ability to work independently as needed to support the group effort.
- Basic knowledge of cleaning products or willing to learn.

Qualifications:

- Must be at least 18 years of age.
- Must have a valid Michigan driver's license.
- Must have at least 6 months of related work experience.
- Must be willing to submit a criminal background check during the hiring process. The background check will be provided by the parks and recreation department if the candidate is chosen for the interview process.

- Must have the capability of working early morning shifts, before the recreation center opens, without the direction of a direct supervisor.
- Must complete a pre-employment physical and drug screening. Physical and drug-screening will be provided and paid for by the City of New Baltimore.
- Must have the ability to lift a minimum of 25 pounds and a maximum of 50 pounds.

Physical Demands:

- The work requires routine walking, standing, bending and carrying items weighing less than fifty pounds. Moving items over fifty pounds utilizes a team lift

Wages: \$9.30/hour

Hours Expected: 14-22 hrs. / week

Probationary Period: The hired staff member will experience a 90 day probationary period which will determine their future status with the parks and recreation department. At the end of the 90 days, the Recreation Director and Recreation Programmer will evaluate the work performance of the staff member and will determine one of three outcomes: the staff member is not qualified to continue in their position, the staff member is qualified and will continue at their current hourly wage, the staff member is qualified and is deserving of an increase in their hourly wage.

Application Process: Visit the following website address and print the employment application.

<http://nbrecreation.org/Default.aspx?id=29>

Application Deadline: Until Position is Filled

After filling out the proper information, turn in your application to the following:

Attn: Michele DeBeaudry
New Baltimore Parks & Recreation Dept.
36535 Green Street
New Baltimore, MI 48047

Call 586-725-0291 if you have any questions.

