



**Job Title:** Event Custodian  
**Department:** Parks & Recreation  
**Reports to:** Park Clerk  
**Type:** Part-Time  
**Classification:** Hourly, Non-Exempt  
**Revised:** February 28, 2018

**POSITION SUMMARY:**

The responsibilities of this position include all aspects of the custodial needs for the operation of the Delhi Lodge and the Senior and Community Center such as opening, closing, bartending, and cleanup for events and meetings.

**POSITION FACTS:**

Weekend Work Required:	Yes
Shift Work Required:	Yes
Overtime:	No
Covered by Collective Bargaining Agreement:	No

**RELATIONSHIPS AND CONTACTS:**

The Event Custodians must have an excellent rapport with the general public and work well with other township employees. Duties of the position are performed under the general direction of the Park Clerk.

**LOCATION OF THE JOB AND PHYSICAL REQUIREMENTS:**

The primary locations of this job are the Delhi Lodge and the Senior and Community Center. Occasionally, work may be required at other Township properties. The Event Custodian must maintain the physical condition appropriate to the performance of assigned duties and responsibilities which include standing for long periods of time; walking over rough terrain; bending, crouching, or squatting; pushing, pulling, or lifting heavy objects weighing up to 75 pounds; climbing stairs / ladders; and operating assigned equipment. The Event Custodian will be exposed to air contaminants, dirt, electrical hazards, temperature extremes, noise, toxic materials, and vibrations.

**ESSENTIAL DUTIES / RESPONSIBILITIES:**

1. Performs Delhi Lodge and Senior and Community Center rental needs for opening, closing, serving, and clean-up for parties, events, and meetings.
2. Assesses and reports damages from rentals to the Park Clerk.
3. Acts as a liaison to the Park Clerk on matters concerning the rentals of the Delhi Lodge and the Senior and Community Center.
4. Performs custodial duties at Township properties as needed.
5. Attends and successfully completes assigned training.
6. Performs other related duties as directed by supervisors.

**TOOLS AND EQUIPMENT:**

Must be able to use vacuum, mop, floor stripper, kitchen appliances, powered floor cleaner, chair dollies, and general cleaning supplies. Must be able to use common hand and power tools, including but not limited to, drill, saws, screwdrivers, and hammers.

**TEAMWORK AND PARTICIPATION:**

- Create ideas that improve production, organizational performance, or result in cost or time savings for the department.
- Become actively involved in decisions affecting work detail.

- Communicate in a positive and respectful manner with customers.
- Demonstrate flexibility and cooperative attitude when faced with change.
- Follow policies and procedures of the Parks & Recreation Department.

**MINIMUM QUALIFICATIONS:**

Must possess and retain a valid operator's license and be insurable through Delhi Township's insurance carrier. Must be punctual and dependable when reporting for work and be capable of working alone or with little direct supervision.

**SELECTION PROCESS:**

Applicants may be required to submit cover letters, resumes, and applications. All applicants may be subject to a general proficiency exam to establish an interview schedule. Selection is based on the most qualified applicant determined by one or more in-person interviews.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

If applicant meets all requirements and characteristics as indicated in the job description, hiring may be contingent upon successful completion of drug test, background check, and voice stress analyzer test.