

# Community Center Custodian

## Responsibilities/Job Description

### As an Employee of the City of Hedrick

**Duties:** It is the custodian's responsibility to maintain the Community Center and all bathrooms in a clean and neat manner so as to present a business-like environment, especially prior to and after rental of Community Center.

This includes performing janitorial duties of sanitizing, dusting, cleaning windows/mirrors/door glass, sweeping/mopping/vacuuming of the floors/rugs, emptying the trash as necessary, clean bathroom toilet/urinals/sinks inside and outside, fill toilet paper/paper towels/soap dispensers, clean kitchen counters/sinks/stove/refrigerator as needed. Cleaning should take place weekly when being rented, no less than twice a month, unless there are no rentals of the Community Center on a given week/month or otherwise notified by City Clerk. All work should be done outside of when the Community Center is being rented.

This list of duties may be changed by the City Council depending on the needs of the Community Center at any time.

**Administrative Duties:** Custodian will communicate with the City Clerk if any supplies are needed in order to perform duties. Custodian will communicate with City Clerk if any general maintenance or repairs on City building are needed, which they notice during the performance of their duties.

**Maintaining Security of City Building:** Custodian will maintain security of City property by ensuring all doors/entrances to the building are kept locked and secured. Custodian will not give his/her city building keys to anyone not approved by the City.

**Schedule:** Custodian will be responsible for planning their schedule according to the rental schedule to ensure building is always ready for the next rental. Custodian will need to supply the City Clerk with an email address to which the City Clerk will send updated rental schedules to assist the Custodian in planning their schedule accordingly.

#### **Compensation:**

The City of Hedrick is bringing on the Custodian as an 'as needed' City Employee. Custodian will need to fill out necessary paperwork to be a W2 employee and the City of Hedrick will take out all necessary taxes from all paychecks. Pay checks are distributed every Friday unless this occurs on a holiday or if it becomes necessary for staffing purposes to run them on an earlier day.

There is no health insurance coverage or IPERS available with this position. This position does not offer sick, vacation or holiday pay.

The Custodian will need to clock in and out to ensure proper pay is received.

The City of Hedrick will pay the Custodian \$15.00 an hour for a maximum of 12 hours a month. These 12 hours need to be split up weekly and may be less if there are no rentals occurring. If more than 12 hours are needed in any given month, extra hours will need to be approved by the city clerk prior to working said hours.

**Performance Reviews:** The City of Hedrick performs annual performance reviews for all City employees in July. Custodian will need to be present at the July meeting to go over their performance review with the Mayor and City Council.

**Employment Termination:** Employment with the City of Hedrick is based on mutual consent. Both you and the City have the right to terminate the employment relationship at will, with or without cause, at any time. If you choose to leave employment voluntarily, we request that you give at least a two-week notice.

Any City property in your possession at termination must be returned to the city. This includes keys, manuals, credit cards, maps, etc.

Approved by the Hedrick City Council on March 6, 2023 by the following vote:

Ayes: GREINER, MEFFORD, GRIFFITHS, BUNNELL, NORRIS

Nays:

Absent:

Signed: \_\_\_\_\_

Robert Crawford, Mayor

Attest: \_\_\_\_\_

Ashley Olinger, City Clerk

By signing I agree to accept the position of the Community Center Custodian and abide by the terms laid out in the above description.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_