

# IOWA STATE FAIR AUTHORITY JOB DESCRIPTION

**POSITION: CUSTODIAL WORKER**

**TYPE OF POSITION: FULL TIME**

**HOURS OF WORK: HOURS VARY**

**NAME OF IMMEDIATE SUPERVISOR: DEANNA KERN**

## **WORK DUTIES:**

<b>Time%</b>	<b>DUTIES</b>
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| 40% | <p>Cleaning buildings and grounds in preparation for interim events so that buildings are ready for use prior to and during each event and project a positive image to the public.</p> <ul style="list-style-type: none"><li>• Areas required to be broom cleaned are acceptable and a visual inspection by the supervisor does not require that the area be re-done.</li><li>• Scrubbers and other cleaning equipment are properly operated and maintained so that it works according to its potential and maintenance requests are promptly made. There will be no instances of damage to equipment due to negligence or abuse.</li><li>• Scrubbed areas are clean and free of standing water and a visual inspection by the supervisor will not result in having to re-do the work.</li></ul>   |
| 25% | <p>Cleaning public restrooms on the grounds prior to and during an interim event so that the facilities are sanitary and project a positive image to the public.</p> <ul style="list-style-type: none"><li>• The level of cleaning as determined by the supervisor is performed and documented prior to each interim event. A visual inspection by the supervisor will result in an acceptable condition 90% of the time.</li><li>• No substantiated complaints to me from those you work with or the interim event lessee that you have been rude, uncooperative or discourteous in your dealing with the public.</li><li>• Maintenance repairs requiring trades work are documented and turned over to your supervisor promptly.</li><li>• Restrooms are left well stocked with paper, soap and cleaning supplies and a visual inspection by the supervisor confirms this 95% of the time.</li></ul> |

- No instances when you or seasonal workers assisting you are found not to be wearing proper attire, i.e. rubber gloves, boots, etc. or using cleaning products according to label directions.
- 20% Work with lead person to provide service during interim events, so the needs of the lessee are met, and the facility is presentable to the public.
- Report to the lead person any building rules not being followed by the lessee or vendors.
  - Trash is removed and liners replaced in trash cans prior to and during events as needed.
  - Restrooms are kept cleaned prior to each day's event and will pass random inspections by your supervisor.
  - No substantial complaints to your supervisor from those you work with or an event lessee that you have been unprepared or discourteous in executing your responsibilities.
- 10% General building cleaning throughout the year as directed.
- Carpets are vacuumed and an inspection by the supervisor will result in acceptance 95% of the time.
  - Hard surface floors are cleaned and mopped once a week and each event is recorded in the building log. The floors will pass a visual inspection by the supervisor 95 % of the time.
  - Trash containers are emptied at least three times weekly and are scrubbed as needed to maintain a proper appearance.
  - Furniture, baseboards, chair rail, windowsills, and other horizontal surfaces are kept free of dust and a visual inspection by the supervisor results in acceptance 95% of the time.
  - China fixtures in restrooms are maintained in a clean and sanitary condition and restroom supplies are stocked and will not receive more than one substantiated complaint in a 30-day period.
  - Glass is cleaned once a month and is recorded on the building log.
- 05% Observe the established work rules in regard to the use of time so that the work proceeds in an orderly and timely manner.
- Ready to start work on time each morning having arrived on time 95% of the time.
  - Gives proper notice when requesting use of vacation or compensatory time in all but emergency situations.
  - Observes the limits set for breaks and lunch times and has no more than one instance per month requiring your supervisor's intervention.
  - Clean up times are properly used, generally finishing the clean up within five minutes of quitting time and resulting in no more than one instance per month requiring intervention by a supervisor.

## **Essential Functions**

- Must be able to follow oral or written instructions.
- Must have a valid driver's license.
- Must be able to work outside under all types of weather conditions.
- Must be physically mobile enough to operate floor cleaning equipment, buffers, vacuums and power scrubbing machines.
- Must be able to wear a respirator.
- Ability to work outdoors in adverse weather conditions.
- Displays high standards of ethical conduct. Exhibits honest and integrity. Refrains from theft-related, dishonest or unethical behavior.
- Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.
- Responds appropriately to supervision and provides supervision when called. Makes an effort to follow policy and cooperate with supervisors.
- Encourages and facilitates cooperation, pride, trust, and group identity.

Revised November 2022