

City of Minneapolis
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Minneapolis, MN 55415
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Website: www.minneapolismn.gov

Custodian, Property Services - Temporary Intermittent

This job opportunity does not guarantee full-time permanent City employment or benefits.

SALARY:

	4- Month	Step 1	Step 2	Step 3	Step 4
HOURLY	15.702	16.527	17.354	18.222	19.133

TEMPORARY INTERMITTENT PROCESS: Complete and email the following information to Chris.Carlson@minneapolismn.gov no later than Friday, November 6th.

1. **Cover Letter** - highlight your work experience.
2. **Screening Questions** - ensure all screening questions are answered.
3. **Shift Preference** – indicate preference (if any) on your desired shift:
 - First Shift: M-F 6:00 to 2:30 OR 7:00 a.m. to 3:30 p.m. depending on facility
 - Second Shift: M-F 3:30 to Midnight

Candidates failing to submit a cover letter and screening questions will not be considered. Resumes are not required, but appreciated.

NATURE OF WORK

This position requires working various shifts. This position may require overtime and work on weekends and holidays. If you are interested in this position, please indicate preference above (if any) on your desired shift. Custodial Services is responsible for maintain a safe, clean and healthy environment at the locations we are assigned to as well as upkeep of the exterior grounds and safety related issues (snow and ice removal in winter months) as assigned.

TYPICAL DUTIES AND RESPONSIBILITIES

(Including but not limited to the following)

- Perform the following tasks at the frequencies agreed for each facility in order to meet the department’s performance standards and the requirements of the CIMS-GB (Cleaning Industry Management Standards Green Building) certification for custodial services.
 - Daily Custodial Services
 - Clean Entrances, Restrooms, Lobbies, Locker Room and Shower Areas, Office Area: Cubicles (including work surfaces) and Private Offices, Break rooms, including appliances, Vending Machine, Common Areas, Conference Rooms and Storage Areas according to Department Standards and according to CIMS-GB guidelines.
 - Custodian is responsible for :

- The upkeep and compliance of their Storage/Supply Area to meet OSHA standards.
 - Compliance with CIMS-GB guidelines for cleaning procedures;
 - Demonstrate the proper use of the appropriate PPE (Personal Protective Equipment) for the task.
 - Completing their Inventory/supply order every two weeks to ensure sufficient supplies are on hand at all times.
 - Complete any documentation as requested by immediate Supervisor.
- Daily Waste and Recycling Services
 - Collect, transport and deposit waste and recyclable materials in appropriate storage and transport containers.
 - Clean and sanitize containers on a regular basis.
 - Inform Supervisor if building occupants are not placing items in proper containers.
- Daily Detail Cleaning
 - High dusting (use of a ladder required)
 - Cleaning interior and exterior doors, framing and windows.
 - Cleaning of mezzanine/storage areas
 - Cleaning of edges, corners and base-boards.
- Restorative/Utility Work *all of these tasks are on a set frequency and are scheduled as appropriate for each facility. (*must be approved and assigned by the Supervisor)
 - Deep Cleaning of Carpet (extraction).
 - Hard Floor (strip out & recoat).
 - Deep cleaning of Restrooms and Locker rooms.
 - Cleaning of Storage and Maintenance Shop Areas.
- Maintenance/Project Cleaning Services. All of these tasks are on a set frequency and are scheduled as appropriate for each facility by Supervisor:
 - Spot Cleaning of Carpet (spot extractor) and bonnet cleaning in traffic lanes.
 - Scrub and recoat any flooring that has finish as directed by Supervisor.
 - Rotary scrub flooring in Restrooms and Locker rooms.
 - Cleaning of Storage and Maintenance Shop Areas.
- Perform light maintenance work on exterior grounds as directed by Supervisor:
 - Sweep and clean walk ways and keep them clear of obstacles
 - Remove snow and ice from entrances and walk ways manually as required
 - Regularly inspect the entrance area, parking and landscape areas and remove litters, etc. to ensure they are free of trash and debris
 - Empty and Clean Ash Containers as required

- Other items that are required of the Custodian as directed by Supervisor:
 - Respond to additional cleaning assignments as directed by Supervisor
 - Clean furniture as requested
 - Change lamps and clean light fixtures as required
 - Spot clean and extract carpet as directed
 - Move or assist with moving furniture as necessary to perform daily cleaning tasks, Maintenance tasks and or Utility Work.
 - Assist with moving cleaning equipment as needed in order to facilitate cleaning tasks and or Utility Work.

- Perform other miscellaneous duties as assigned by Supervisor:
 - Report any security and or maintenance issues to immediate Supervisor, or other party as directed by Supervisor.
 - Report any significant customers requests for additional services to Supervisor for approval (prior to completing request)

MINIMUM QUALIFICATIONS:

- Ability to read, write, follow oral and written instructions & perform simple math calculations (in English). Must have the ability to complete computer online training modules as assigned by Supervisor.

- Physical requirements for this position include lifting up to 75 pounds, working above your head on a regular basis, including all functions outlined in the Essential Job functions for the position of Custodian outlined in the document attached. *Document called Job Duties- Public Works/Janitor Revised 2-18-1999.*

- Cleaning equipment
 - Must possess the ability to successfully operate the following power equipment in order to complete assigned tasks, such as (equipment may vary by location and is not intended to be a comprehensive list):
 - Vacuum Cleaner (upright, canister, backpack or wide area vacuum/sweeper)
 - Carpet Extractor (walk behind or suitcase extractor)
 - Walk behind Auto Scrubber.
 - High Speed Burnisher.
 - Swing Machine (or rotary scrubber/buffer)
 - Power/Pressure Washer
 - Restroom Machine (Kai-vac or similar machine)
 - Baseboard Edger
 - Other assorted equipment as the job requires

OTHER SPECIFICATIONS

- Must be able to work independently in a non-supervised environment
- Must have the ability to work evenings, weekends, and a limited amount of overtime. Knowledge of Green Cleaning chemicals and processes.
- Working knowledge and ability to perform custodial functions that comply within the CIMS-GB (Cleaning Industry Management Standards Green Building) Standards for quality and sustainability.
- Knowledge of OSHA guidelines regarding safe procedures/operations for use of chemicals and handling of blood borne pathogens as well as all required PPE (personal protective equipment).
- Ability to create and or keep records related to time sheets, supply inventory/ordering log and Custodial Log Book.

MINIMUM EXPERIENCE:

3 years of Custodial or Housekeeping experience with a preference of at least 1 year of Experience working in a professional cleaning organization. It is preferred that the organization was CIMS and or CIMS-GB certified , however it is not required for consideration.

WORKING CONDITIONS: Indoor/outdoor work with exposure to non-air conditioned or heated spaces, Power equipment, chemicals, dirt, dust, etc

LICENSES: Must possess and continue to maintain a valid Driver’s License to operate a motor vehicle in Minnesota. ***Note: Driver’s License will be checked on those that are included in the interview process.***

BACKGROUND CHECK:

The City has determined that a full Minneapolis Police Department criminal background check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

DRUG AND ALCOHOL TESTING:

All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing drug and alcohol testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so and the City will withdraw the conditional job offer resulting in the job applicant no longer being considered for the position. Current City of Minneapolis employees who apply for this job are not required to take a pre-employment drug and alcohol test.

MEDICAL EXAMINATION:

An offer of employment in this job may be contingent on passing a medical exam.

SCREENING QUESTIONS (Indicate YES or NO to the following questions, required):

1. Are you willing and able to work non-standard hours that include nights, weekends, days and holidays?
2. Are you willing and able to work shifts that could change between days, nights, and weekend numerous times over the period of your employment?
3. Do you have experience working with people with diverse backgrounds?
4. Do you speak English?
5. Can you read and write in English?
6. Are you willing and able to frequently lift items weighing up to 10 pounds?
Are you willing and able to occasionally lift items weighing up to 50 pounds?
7. Do you have a valid Driver's License that allows you to operate a motor vehicle in Minnesota?