

## Custodian

**Job Title:** Custodian  
**Department:** Business Operations  
**Reports To:** Business Operations Manager  
**FLSA Status:** Non-Exempt  
**Hours:** 40 hours per week / Typical office hours are 8-5pm, position will require some hours either before or after for duties that cannot be completed while the office is open, exact hours will be determined in partnership with the right candidate  
**Location:** Underwood, MN, Monday, Wednesday, and E/O Friday  
Fergus Falls, MN, Tuesday, Thursday, and E/O Friday

### POSITION SUMMARY

The Custodian is responsible for providing custodial and light maintenance services to ensure that all Park Region offices, facilities, buildings, and grounds are safe, clean, and well maintained.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Cleans and sanitizes restrooms and breakrooms using established practices and procedures
- Sweeps, mops, and vacuums floors, may shampoo carpets or schedule and provide direction to contracted services
- Cleans/dusts walls, ceilings, and woodwork
- Empties/cleans wastebaskets and trash containers inside and outside of all building sites
- Cleans, dusts, and maintains furniture
- Responsible for recycling
- Maintains a neat and orderly supply area; ensures cleaning and maintenance supplies are stocked
- Washes accessible interior windows and ensures the outside windows have been cleaned to expectation by outside contracted service
- Performs minor repairs and maintenance
- Assists with painting and general upkeep
- Replaces light bulbs and notifies the Facilities Maintenance Technician of fluorescent lighting needs
- Assists with the setup of facilities for meetings, training sessions, and events
- May assist with employee and office relocations
- Uses and maintains assigned equipment and tools
- Moves furniture, equipment, supplies and tools as required
- Laundering of cleaning towels and rags
- Performs limited grounds maintenance such as planting and watering landscape plants and shoveling
- Assists with holiday and seasonal decorating
- Ensures custodial supplies are labeled and stored safely
- Participates in ongoing training to keep abreast of developments and the skills needed to perform the job
- Assists in identifying safety hazards and working with others to ensure that the issue(s) are resolved in a timely manner
- Monthly fire extinguisher, emergency lighting, emergency kit, and first aid kit audits and replenishment/repair
- Coordination of yearly contracted services fire extinguisher audit
- Serves on the Safety Committee
- Manage the inventory of cleaning, breakroom, and bathroom supplies
- Tracks expenses, approve & submit invoices within area of responsibility



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218.998.2000  
218.826.6161

- Uses software system for timesheet, purchase orders, requisitions, and expenses
- Travel to central offices for cleaning and safety work on occasion
- Complete work with discretion and confidentiality
- Assist other departments as needed

**Knowledge, Skills, and Abilities:**

- Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions
- Ability to use operating and maintenance instructions and procedure manuals
- Interpretation of safety data sheets and ability to work with hazardous chemicals
- Good communication skills
- Ability to comply with budgetary responsibilities
- Willing to receive and provide feedback in a positive and productive manner
- Multitasker with excellent time management and organization skills
- Strong problem-solving skills
- Self-motivated, team orientated, and ability to work independently
- Passionate and enthusiastic about field of expertise
- Physical ability to lift, bend, and stand for extended periods
- Comply with casual dress code while working in a professional environment as a representative of Park Region

**EDUCATION and/or EXPERIENCE**

- High School education or GED equivalent
- Experience preferred, however, willing to train and develop a new hire
- General computer knowledge and able to use a simple spreadsheet, word document, and email

**Supervisory Responsibilities:**

None

**LICENSES & CERTIFICATES REQUIRED**

A valid Class D Motor Vehicle License Required

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

If you are qualified and interested, please submit a cover letter of application and resume to Human Resources.

Application Deadline: Tuesday, November 14th, 2023, end of day

*This job description is not intended to be all inclusive of duties that will be assigned.  
Daily reliable attendance is required.*