

## Metropolitan Exposition-Recreation Commission

<b>Title:</b>	Event Custodian	<b>Bargaining Unit:</b>	AFSCME 3580
<b>Job Code:</b>	8485	<b>Established:</b>	
<b>Pay Range:</b>	970	<b>Revised:</b>	8/1/2017; 7/27/18
<b>FLSA Status:</b>	Non-exempt	<b>EEO Category:</b>	Service/Maintenance

### **CLASSIFICATION DESCRIPTION**

Perform set-up and clean up duties for specified events on an on-call basis at the Oregon Convention Center (OCC). Maintain lobbies, rest rooms and other public and non-public areas in a clean and orderly manner. Receive direction from a Utility Lead.

### **SUPERVISION RECEIVED**

Supervision is received from the Setup Supervisor or Utility Lead

### **SUPERVISION EXERCISED**

None

### **DUTIES AND RESPONSIBILITIES**

An employee in this position must be able to perform all of the essential duties listed below with or without reasonable accommodation. However, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

1. Ensures that restrooms, lobbies and other public/non-public areas are clean, orderly and properly maintained.
2. Cleans and maintains restrooms; re-stocks paper towels, toilet paper and soap; sweeps and mops floors; cleans sinks, mirrors, counters, toilets and urinals.
3. Cleans glass in windows and doors.
4. Sweeps, mops, vacuums and otherwise maintains public and non-public areas prior to and during events.
5. Collects and recycles trash. Operates recycler and debris compactor.
6. Provides directions and other general assistance to public.
7. Cleans other areas as assigned.
8. Begins change-over preparation for subsequent events following event in progress, as assigned.
9. Assists Utility Worker I in setting up tables, chairs, staging and draperies as required.
10. Performs other duties as assigned.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
  - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
  - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others

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- Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
  - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
  - Demonstrate sustainable practices in applicable field and generally for resource use and protection
  - Work assigned schedule (if applicable); exhibit regular and predictable attendance
  - Practice safe work habits
  - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
  4. Perform other duties as assigned.

### **JOB SPECIFICATIONS**

#### **EXPERIENCE AND TRAINING**

A minimum of one year of experience in facility cleaning or janitorial work or any combination of education and experience that provides the necessary knowledge, skills and abilities to perform the job duties and responsibilities.

#### **KNOWLEDGE, SKILLS and ABILITIES**

- Work independently and with minimal supervision
- Read and follow written and verbal instructions including operating manuals and application instructions provided by product manufacturers
- Establish and maintain effective working relationships with co-workers and the public
- Perform public facility and routine clean-up tasks

#### **PHYSICAL REQUIREMENTS**

- Stand and work on concrete surfaces for extended periods of time
- Work quickly, efficiently and unobtrusively
- Stay clean and presentable while performing dirty work
- Push, pull, lift and carry up to 50 pounds on a regular basis and up to 80 pounds occasionally
- Push and pull up to 300 pounds on a regular basis

#### **WORK ENVIRONMENT**

Work is performed indoors, is physical in nature and may require exertion. Incumbent is exposed to chemicals and dust. Gloves, masks and other personal protective equipment are required while performing some tasks. Must be available to work all days and shifts including weekends and holidays.