JOB POSTING **JOB POSTING**

HUTCHINSON
PARKS | RECREATION | COMMUNITY ED

Web: www.hutchinsonmn.gov **Tel:** 320-234-5608
Email: snelson@hutchinsonmn.gov **Fax:** 320-234-4240

Apply by Monday, November 30th, 2026

TITLE	PART-TIME CUSTODIAN	2026
DEPARTMENT	PARKS, RECREATION, AND COMMUNITY EDUCATION	
SUPERVISED BY	PRCE FACILITIES MAINTENANCE MANAGER AND RECREATION MANAGER	
POSITION OBJECTIVE	CUSTODIAL AND MAINTENANCE WORK FOR PRCE FACILITIES – RECREATION CENTER/AQUATIC CENTER AND BURICH ARENA	

DUTIES AND RESPONSIBILITIES

1. Performs custodial duties at PRCE Facilities.
   a. Sweeps, mops, vacuums, and scrubs floors.
   b. Dusts, polishes, arranges, and moves furniture and equipment.
   c. Makes minor repairs on plumbing, electrical equipment, and furnishings.
   d. Washes windows, woodwork, and walls. Cleans restrooms and replenishes supplies. Empties wastebaskets and receptacles. Replaces light bulbs.
   e. Opens and locks doors at specified times that may be before or after normal business hours.

2. Performs the set-up and tear-down of PRCE facilities, including the Recreation Center rooms and gym.

3. Responds promptly to building issues raised by staff, vendors, and customers. Also monitors facilities for maintenance needs and replenishes supplies.

4. Sweeps debris or shovels snow from main entrances of buildings and emergency exits.

5. Makes minor repairs on furnishings and is responsible for reporting electrical and plumbing repair needs to the PRCE Facilities Maintenance Manager.

6. Spot paints walls and interior surfaces as needed. Paints walls on a rotating multi-year schedule.

7. Attends safety trainings as required and adheres to all safety rules and regulations.

8. Performs related work as required and other duties as assigned.

EQUIPMENT Personal computer, HVAC computer, vacuum cleaner, scrubbing machine, snow removal equipment, City vehicles, tools, cleaning supplies and equipment.

MINIMUM QUALIFICATIONS High school diploma or GED and one-year related experience. Demonstrated ability to read and write. Must perform duties to the safety standards set by the city.

DESIRABLE QUALIFICATIONS Knowledge of cleaning materials, equipment, and methods. Mechanical aptitude. Familiarity with a personal computer. Ability to understand and carry out oral and written directions; communicate effectively with community members and staff; be versatile, flexible, friendly and cooperative. Ability to schedule own time and work without direct supervision. Physical stamina.

REQUIRED CERTIFICATIONS Valid driver's license to operate City vehicles.

WORKING CONDITIONS Inside and some outside work. Flexible schedule may be required due to use of PRCE Facilities. Part-time position averaging 28 hours per week.

Grade 110 Position, Pay Range: $21.247 - $31.870/hour with an anticipated maximum starting rate of $23.00/hour.

CITY OF HUTCHINSON
ADDENDUM TO JOB DESCRIPTIONS 1995
TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

FOR POSITIONS: Building Custodian, Liquor Store Clerk, Laboratory Technician, Building / Arena Attendant

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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, and talk or hear, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving

mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.

The noise level in the work environment is usually moderate.

The duties listed in job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.