

Part-time Custodian  
For  
Kiwanis Lodge

The City of Richmond Heights is looking for an experienced custodial worker to perform routine cleaning tasks at Kiwanis Lodge.

**Lodge Job Duties include:** Responsible for vacuuming and washing floors, tables, kitchen counters, stove and refrigerator after every rental or event. Remove & dispose of waste & recycling items. Clean, disinfect, and deodorize restrooms and replenish supplies after every event. Responsible for showing lodge to perspective renters and opening lodge for scheduled Events. Maybe required to move tables for different events. Responsible for cleaning entrance door glass. During winter months, responsible for clearing sidewalk and spreading salt on walkways in front of building. Responsible for ordering supplies and maintaining supply room in a neat and orderly fashion.

**Minimum Qualifications:** Graduation from high school or GED certification and a minimum of one (1) year experience in custodial work along with knowledge of materials, methods and equipment. Strong customer service skills and the ability to follow oral and written instructions.