



# MADISON *Indiana*

---

**Title:** Custodian

**Department:** Parks and Recreation

**Reports to:** Director of Operations

**Employment Status:** Hourly, Non-Exempt

**Hourly Rate:** \$12.00

**Job Summary:**

The Custodian delivers thorough cleaning services across multiple locations within the City of Madison Parks Department. This position involves reporting maintenance needs and upkeep issues to the Assistant Director of Parks as needed. While most tasks are performed indoors, there may be occasional exposure to excessive noise, dirt, dust, and equipment emissions. Strict adherence to safety protocols is crucial to ensure both personal and team safety.

**Responsibilities:**

- Ensure cleanliness and aesthetic appeal of the Comfort Station, Senior Center, Brown Gym, and Bicentennial Park.
- Post-event cleaning of Hunter Hall; conduct weekly inspections for dust and insects, ensuring all facilities are in proper working order.
- Coordinate cleaning supply and material procurement, working directly with facility staff as needed.
- Maintain orderly storage of supplies, manage dead stock disposal, and ensure proper rotation of new stock.
- Ensure cleanliness of the Comfort Station and Bicentennial Park on weekdays during large events, as required, such as parades and festivals.

**Qualifications**

- Proficiency in commercial-level cleaning practices.
- Knowledge of housekeeping equipment functions and adeptness in their use.

**Physical Demands & Working Environment**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential job functions.

- **Environment:** Work is performed primarily indoors and may involve exposure to excessive noise, dirt, dust, and vehicle and equipment emissions. Safety protocols must be strictly followed at all times to ensure personal and team safety.

- **Physical:** The setup and operation of equipment may require moderate physical effort, such as bending, stooping, and moving to handle equipment controls.

**Equal Opportunity Employer/ADA**

The City of Madison is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, age, national origin, or any other category protected by law. Further, the city will comply with all legal requirements related to affirmative action, and the employment of the handicapped, and veterans. In compliance with the Americans with Disabilities Act, the City of Madison will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Application:** Please submit resumes and applications either through the City of Madison website or to Jenna Armstrong at [jarmstrong@madison-in.gov](mailto:jarmstrong@madison-in.gov).