



# DICKINSON PARKS & RECREATION

## Job & Responsibility Description

**Job Title:** Facility Cleaning Coordinator  
**Department:** Facilities  
**Supervisor:** Facilities Maintenance Manager

### **Job Summary**

Individual will be responsible for the general cleanliness of the Heart River Retreat. Morning hours are 8:00 am to 12:00 pm Monday through Sunday if needed depending on facilities reservations. Individuals must be dependable and flexible with work schedules. Must have attention to detail in making sure the facility is cleaned and ready for next reservation.

### **Duties and Responsibilities:**

- Clean restrooms, i.e., mirrors, mop floors, wipe down fixtures, check toilet paper and hand towels, refill soap dispensers and empty trash bins.
- Sweep and scrub tile in front lobby and kitchen area.
- Vacuum floors as needed.
- Wipe down tables and chairs.
- Clean windows as needed.
- Clean behind and around toilets.
- Periodically clean walls throughout the building when needed.
- Soiled rags to West River Community Center.
- Make sure paper products and cleaning supplies are stocked.
- Disinfect baby changing stations.
- Represent Dickinson Parks and Recreation in a positive manner.
- Perform related work as required.

\*The statements listed above are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position, duties, and tasks as they may change or be adjusted, as situations require.