



JOB ANNOUNCEMENT

Release Date: April 24, 2025

Title: Facilities/Custodial Part-time Labor 1

Employer: Chehalem Park and Recreation District

Location: Newberg, OR

Open: Immediately

Closes: Open until filled

Hours: Part-time

Wage: Starting at \$18.11 an hour, depending on experience.

Questions: Contact Josh Danner at 971-281-1885 or email jdanner@cprdnewberg.org

Job Summary

We are seeking a reliable and hardworking Custodian to join our team to maintain clean, safe, and well-maintained buildings. As a Custodian, you will be responsible for performing a variety of cleaning tasks, including sweeping, mopping, vacuuming, dusting, and sanitizing restrooms and common areas. You will also assist with general building maintenance tasks and ensure a high standard of cleanliness throughout the facilities.

Responsibilities:

- Perform daily cleaning duties, including sweeping, mopping, vacuuming, and dusting.
- Clean and sanitize restrooms, including replenishing supplies.
- Empty trash and recycling bins.
- Clean windows, mirrors, and other glass surfaces.
- Dust and polish furniture and fixtures.
- Maintain a clean and organized work area.
- Assist with minor building maintenance tasks, as needed.
- Follow all safety procedures and guidelines.
- Report any maintenance issues or concerns to appropriate personnel.
- Driving from one facility to another facility may be required.

Qualifications:

- Ability to work weekends
- Valid driver's license
- High school diploma or equivalent preferred.
- Strong attention to detail and a commitment to cleanliness.
- Reliable and punctual.
- Ability to follow instructions and work independently.
- Previous custodial or cleaning experience preferred.

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 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 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 and hear.

The employee must frequently lift and or move up to 100 pounds and occasionally lift and / or move more than 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. Glasses to correct vision may be worn.

The duties listed above 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.

To Apply:

Applications are available on the CPRD website at www.cprdnewberg.org/jobs and in person at Chehalem Aquatic and Fitness Center. To submit completed application and (optional) resume: Email to jdanner@cpdnewberg.org, drop off in person or mail to CPRD Administration Office at 125 S. Elliott Rd., Newberg, Oregon 97132

Note: Chehalem Park and Recreation is an equal opportunity employer. CPRD is committed to maintaining a drug-free workplace and strictly complies with the Drug Free Workplace Act of 1988.