



1804 Scott Road, Suite 303 o P.O. Box 872  
Freeland, WA 98249

Phone: 360-331-5494 Fax: 360-331-5414  
www.portofsouthwhidbey.com

## Fairgrounds Part Time Custodian Position Description

### Position Description

This is a permanent, part time (approximately 10 hours per week) hourly/non-exempt position. This position performs a variety of cleaning and sanitation duties at the Whidbey Island Fairgrounds & Events Center. Employee will report to the Fairgrounds Director and is required to perform the following duties and undertake the following responsibilities in a professional manner. Performance subject to annual review.

### Primary Responsibilities

- Performing cleaning for the various restrooms and interior event spaces at the Fairgrounds. Specific responsibilities include:
  - Clean showers, sinks and toilets in the restrooms
  - Sweep and mopping floors
  - Empty garbage and place in dumpsters on the property
- Ensuring all set standards of cleanliness are adhered to at all times
- Checking all areas for any deficiencies and damages and reporting them to Fairgrounds staff members
- Ensuring the Port of South Whidbey's guidelines are followed at all times
- Other custodial responsibilities as required
- If the employee is able, the Port may request custodial assistance with other Port facilities. Upon such a request, time to travel to other Port facilities will be reimbursed at the same hourly rate, and mileage will be reimbursed at the current mileage reimbursement rate established by the federal government.

### Qualifications

- Previous cleaning experience is an asset
- Must be self-motivated and be able to work independently
- Excellent communication, and customer service skills complemented by a strong sense of professionalism and a keen eye for detail
- Valid Washington State Driver License

### Work Environment

Environmental Factors: Tasks may risk exposure to adverse environmental conditions, such as dust, odors, wetness, humidity, and/or rain.

### Physical Demands

Must possess mobility to frequently lift or carry up to 25 pounds, the ability to stand and walk for up to 8 hours a day, hearing and speech to communicate in person and over the telephone.



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#### ADA Compliance

**Physical Ability:** Tasks Involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing stairs and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (up to 25 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate depths. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

The Port is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Port will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

#### Compensation and benefits

- Starting wages: \$20.00 per hour.
- Position includes the option for supplemental insurance with Colonial Life.
- Position is eligible for enrollment in the Port's SIMPLE IRA program with a 3% Port match during the open enrollment period (Nov – Dec) if \$5,000 in gross pay is earned prior to the end of the calendar year in the first year of employment.
- Sick Leave (1 hour accumulated for every 40 hours worked)