



Position Title: Custodian
Reports To: MRC Assistant Director
Classification: Part-Time
Hours: 15-20 hrs per week

About the Mulvane Recreation Commission

The Mulvane Recreation Commission (MRC) serves the citizens of USD 263 by providing quality, affordable recreation programs that invite participation, build relationships, and enhance lives.

Who We Are Looking For

We are seeking individuals who:

- Enjoy working with people of all ages
- Demonstrate professionalism and reliability
- Represent MRC positively within the community
- Are team-oriented and willing to support other departments
- Value safety, inclusion, and quality service
- Can follow policies while maintaining a positive participant experience

This position is ideal for someone dependable, flexible, and motivated to make a positive impact in the Mulvane community.

Position Summary

The **Custodian** is responsible for maintaining a clean, safe, and orderly environment throughout assigned facilities. This role supports daily operations by performing custodial and basic maintenance duties, ensuring buildings, equipment, and common areas are clean, functional, and welcoming for staff, participants, and visitors.

Essential Job Duties

- Primary job function is to maintain the cleanliness of the MRC, including classrooms, lobby, gymnasium, weight room/cardio room, and hallways.
- Cleaning duties will include but are not limited to cleaning windows, cleaning restrooms, mopping, waxing, vacuuming, dusting, sanitizing.
- Additional cleaning is required after an MRC event or youth sports game.
- Create supply order every 2 weeks and turn into MRC Assistant Director.
- Equipment will be checked to ensure cleanliness and in good working order. Cleaning and maintenance on all equipment is checked.
- Flexibility working different shifts and weekends as needed.
- Light maintenance jobs such as painting, using hand tools, unplugging toilets, hanging items on the wall, & changing light bulbs.
- Provide effective customer service to the patrons of MRC by answering questions, knowledge of available programs and facility equipment.
- Effective communication with patrons, co-workers and Director staff. Ensure the Executive Director is aware of customer concerns.
- Ensure walk ways to and from MRC doorways are clear and safe for patrons to walk on; spread rock salt or similar product when icy, remove snow as needed, etc.
- Assist with all other duties as assigned.

Essential Job Requirements

- Ability to work assigned schedule, including evenings and weekends if required
- Ability to stand, walk, bend, and lift up to 50 pounds
- Ability to supervise individuals and/or groups in active recreational settings if applicable.
- Ability to respond calmly and appropriately in emergency situations
- Reliable transportation
- Commitment to uphold MRC mission, policies, and core values
- Ability to maintain confidentiality of participant and employee information

Qualifications

- Minimum age: 18 years old
- High school diploma or currently enrolled
- Experience in recreation, sports, childcare, fitness, or customer service preferred
- Current CPR/AED and First Aid certification (or ability to obtain within 90 days of hire, if required for position)
- Successful completion of background check (required for positions working with youth)
- Ability to use required technology systems (Connecteam, etc., if applicable)

This job description is not intended to be an exhaustive list of all responsibilities, duties, or qualifications associated with the position.

Mulvane Recreation Commission is an at-will employer. Employment may be terminated at any time by the employee or MRC, with or without cause, consistent with applicable law.

MRC is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other protected status under applicable law.

All employment is contingent upon successful completion of required background checks and compliance with MRC policies and procedures.