



CUSTODIAN

Position:	Custodian
Department:	Facilities
Reports to:	Maintenance Tech Lead
Location:	Facilities
Status:	Full-time
Hourly Wage:	\$20.00 hourly

Nature of Work

Under the direction of the Maintenance Tech Leads, this position is responsible for the general janitorial upkeep of the recreation facility.

Essential Functions

- Must possess a highly defined focus towards both internal and external guest service.
- Maintain cleanliness of the facility inside and out
- Maintain an inventory of supplies
- Trash removal inside and out
- Dusting
- Mopping
- Vacuuming
- Cleaning windows
- Report any problems found to appropriate staff for repair
- Responsible for room/gym set-ups
- Cleaning of all locker rooms and restrooms

Management & Supervisory Duties

- Not applicable at this time.

Illustrative Examples of Duties

- Complete cleaning checklists throughout shifts.
- Maintain safety standards regularly.
- Communicate with facility specialist regularly.

Skills

- Customer Service skills
- Verbal skills to communicate well with fellow employees and customers
- Basic janitorial skills

Knowledge

- Knowledge of District staff, classes and activities

Abilities

- Ability to work with cleaning chemicals, and work in indoor and outdoor environments as needed
- Ability to handle problems areas and conduct oneself in a mature, professional manner, with an emphasis on customer service

Required Training, Experience & Qualifications



- Entry level position, will train
- One-year (1) experience preferred, but not required

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENT

I. COGNITIVE REQUIREMENTS

A. Cognitive Behavior:

Relating to thought and concerned with the acquisition of knowledge. Please note the requirements listed below are exhaustive of any and all positions available with this organization.

- The ability to understand and follow oral instruction.
- The ability to understand and follow written instruction.
- The ability to guide and/or provide instruction.
- The ability to make decisions based on the parameters of established policies and procedures.
- The ability to understand the general meaning of the modern English language and to present ideas in a clear and concise manner.
- The ability to perform arithmetic operations quickly and accurately aided by a calculator, adding machine, or measuring device.
- The ability to comprehend forms in space and understand the relationships of plane and solid objects (i.e. the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms)

II. PHYSICAL REQUIREMENTS

A. Climbing

- The ability to climb to ladders, step stools, step ladders, and extension ladders, all at varying heights.
- The ability to climb stairways including the use of steps/stairs (up to 3 flights).

B. Strength

- The type of manipulation, as listed below can be performed in either one, or a combination of the following positions:
 - Ground to waist
 - Waist level
 - Waist to shoulder
 - Above shoulder

*Ability to manipulate materials and or equipment (lbs.)					Frequency of Manipulation		
	0-5	5-15	15-25	25 +	Occasion	Frequently	Continuously
Lift				X		X	
Push/Pull				X		X	
Hold/Carry				X		X	

C. Stooping, Kneeling, Crouching, and/or Crawling

- The ability to stoop, kneel, crouch or crawl.

D. Driving

- This position will be added to the driver’s list and will be responsible for driving district vehicles.



E. Working Conditions

- This position will work outside in the elements. Ability to work in severe weather.

Temperature Range (Degrees Fahrenheit)	Indoor	Outdoor
Below Zero		X
0-20	X	X
20-40	X	X
40-60	X	X
60-80	X	X
80-100	X	X
100 +	X	X

F. Walking, Standing, Running

	Duration (hours)				Frequency		
	0-2	2-4	4-6	6+	Occasionally	Frequently	Continuously
Sit	X				X		
Stand			X				X
Walk/Run*			X				X

*Please note one may be walking and/or running of terrain or various textures (i.e. flat, rough, mountainous, etc.)

*Please note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this job.

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