



CUSTODIAN

Position:	Custodian
Department:	Facilities
Reports to:	Facility Operations Manager
Location:	Buchanan Park Recreation Center
Status:	Part-Time 1 (20-29 hours per week)
Hourly Wage:	\$14.48-\$19.86 hourly

Nature of Work

Under the direction of the Facilities Operations Manager, 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
- Maintain an inventory of supplies Trash removal
- Dusting
- Mopping
- Vacuuming
- Cleaning windows
- Report any problems found to appropriate staff for repair Responsible for room/gym set-ups

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



*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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