



## CUSTODIAN

<b>Position:</b>	Custodian
<b>Department:</b>	Facilities
<b>Reports to:</b>	Facility Operations Manager
<b>Location:</b>	Buchanan Park Recreation Center
<b>Status:</b>	Part-Time 1 (20-29 hours per week)
<b>Hourly Wage:</b>	\$14.00-\$16.75 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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