



POSITION DESCRIPTION

TITLE: Custodian

**PERFORMANCE
PROFILE SOURCE:**

DEPARTMENT:Development

REPORTS TO: Chief Executive Officer, Vice President Resource Development

FLSA STATUS: Exempt Non-Exempt

PRIMARY FUNCTION:

Responsible for maintaining assigned Clubs and in the best possible condition; paying particular attention to physical condition, safety, and cleanliness. This includes daily custodial and minor repair duties. Must organize and prioritize workload to ensure all projects are completed in order of importance.

Scheduling must be flexible as the location is open at 8:00am and closes between 9:00 and 10:00pm on weekdays and open on Saturdays.

KEY ROLES (Essential Job Responsibilities):

Maintenance Duties

1. Performs custodial tasks, such as, emptying and cleaning waste receptacles, washing windows, dusting and polishing furniture, cleaning air vents and filters, changing light bulbs and cleaning fans.
2. Creation of a regular maintenance schedule to ensure proactive maintenance, replacement, and repair.
3. Clean, sanitize and restock bathrooms daily inside and out (possibly more than once per day depending on activities). Clean countertops, floor and stock paper items.
4. Mop or sweep all floors daily. Vacuum all offices with carpeting daily and deep clean carpets every 6 months.
5. Keep kitchen clean and sanitized including all appliances and ice machine.
6. Replace and maintain indoor lighting and clean fixtures monthly.
7. May utilize machinery such as a floor buffer or vacuum cleaner.
8. Responds to emergency situations to resolve and prevent injuries or hazardous conditions and prepares work-site safety setup.
9. Provides set up and removal of tables, chairs and other equipment for events, daily meetings and classes. Wash chairs and tables as necessary.
10. Empty trash inside building daily and ensure that trash is picked up outside of the building.
11. Keep an inventory list of supplies for the building including MSDS sheets for all chemicals.
12. Buff floors 2-3 times per month with county approved materials. Wax floors quarterly or as needed.
13. Keep walls cleaned and paint when necessary.
14. Set up sound system when needed for events.
15. Perform weekly inspection of the basketball court, tennis court and playground area. Notify county if repairs are necessary.
16. Clean mirrors in gym several times per week.
17. Apply monthly pest control treatment.
18. HVAC – Service AC filters monthly and change light bulbs as needed.
19. Perform routine maintenance on plumbing – unclogging toilets, applying quarterly floor drain treatments to prevent dry traps, measure and adjust hot water temperature annually.

Special Projects (as schedule allows)

1. May assist in the scheduling of events, classes and meetings in the absence of the Service Director.
2. Complete other duties as assigned.

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club staff and supervisor to receive/provide information.

External: Maintain good contact with the general public as necessary.

SKILLS/KNOWLEDGE REQUIRED:

- High School diploma or GED.
- Basic knowledge of basic maintenance, plumbing and minor repairs.
- Ability to assess and prioritize maintenance needs.
- Ability to independently carry out assignments to completion.
- Knowledge of and ability to use materials, methods and equipment used in general maintenance work.
- Good verbal and written communication skills. Professional work ethic and the ability to interpret a variety of instructions in written, oral or diagram form.
- Valid driver's license and good driving record.
- Bilingual necessary, Spanish/English.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Please evaluate and describe any physical skills, abilities or working conditions that are required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.