



Position: Maintenance Custodian

GENERAL DESCRIPTION:

The Maintenance Custodian provides janitorial services for the Bob Chisholm Community Center, Sunset Recreation Center, Sunset Pool, or other facilities as assigned by the Director of Facilities and Maintenance.

SUPERVISION RECEIVED:

This position comes under the direct supervision of the Director of Facilities and Maintenance

SUPERVISION EXERCISED:

In general the Maintenance Custodian does not supervise other staff; however the Maintenance Custodian may be assigned supervisory duties as assigned by the Director of Facilities and Maintenance for volunteers or other.

ESSENTIAL DUTIES:

The essential duties for the Maintenance Custodian include but are not limited to:

- Cleans (sweeps, mops, dusts, scrubs, sanitizes, vacuums) floors, walls, fixtures in various classrooms rooms, rental rooms, restrooms, office spaces, lobbies, hallways, and other areas as assigned
- Controls and supplies inventory of each specific building's requirements of perishable cleaning and service items and materials
- Sweeps, scrubs, waxes and polishes floors
- Cleans rugs, carpets, furniture and window coverings
- Clean and disinfect toilets, sinks and urinals
- Clean windows, mirrors, door panels and sills
- Empties all facility waste receptacles and transports trash/waste to disposal area
- Follow SDS recommendations regarding the safe handling and use of cleaning products.
- Use all equipment in a safe and prudent manner.
- Perform facility security checks on all doors and windows.
- Successfully perform within work team dynamics
- Other duties as delegated by the Director of Facilities and Maintenance, or Maintenance Coordinator.

QUALIFICATIONS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily
- The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made



to enable individuals with disabilities to perform the essential functions.

- 18 years of age or older

Knowledge & Ability:

- Ability to operate tools and equipment
- Ability to work effectively with minimal supervision
- Ability to establish and maintain effective working relationships with fellow employees, other departmental staff and the public

EXPERIENCE & TRAINING:

Any equivalent combination of education, experience and training that would likely provide the applicant with the required knowledge, skills and abilities is qualifying.

An individual who possesses training or education related to the duties and responsibilities of the position is encouraged to apply.

The ideal candidate will have a minimum of 1-year of experience in performing custodial duties or other relevant job skills.

PHYSICAL SKILLS:

While performing the duties of this position, the Maintenance Custodian is frequently required to sit, stand, stoop, kneel, reach and manipulate objects, tools or controls. The position requires mobility. Manual dexterity and coordination are required to operate equipment such as, but not limited to, computer keyboards, phones, and standard office equipment. The position may require the occasional lifting of objects weighing up to 50 lbs.

RATE OF PAY/ADJUSTMENTS:

Those hired by the Sunset Empire Park and Recreation District will receive a starting Rate of Pay based on experience and previous employment. The current rate for this position is \$17.20 – \$22.30