



Position: Maintenance Custodian

GENERAL DESCRIPTION:

The Custodial Leader provides janitorial services for the Bob Chisholm Community Center, Seaside Youth Center, Sunset Pool, Mary Blake Playhouse, or other facilities as assigned by the Custodial Coordinator or District Maintenance Manager.

SUPERVISION RECEIVED:

This position comes under the direct supervision of the District Maintenance Manager.

SUPERVISION EXERCISED:

In general the Custodial Leader does not supervise other staff; however the Custodial Leader may be assigned supervisory duties as assigned by the District Maintenance Manager for volunteers or other.

ESSENTIAL DUTIES:

The essential duties for the Custodial Leader include but are not limited to:

- Cleans (sweeps, mops, dusts, scrubs, sanitizes, vacuums) floors, walls, fixtures in various activity rooms, restrooms, locker rooms, office spaces, lobbies, lounges, 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 MSDS 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 District Maintenance Manager, or Custodial 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.

- 16 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 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.