



Tahoe Donner Association Job Description

Job Title: Custodian I
Job Code: 190
Department: OPS
Reports To: MOD
Class Code: TBD
FLSA Status: Non-exempt
Salary Level: Hourly 8
Pay Range: \$12.06 – \$14.44 per hour
File Name: Custodian I.docx
Prepared: 10/28/16

SUMMARY

The Custodian is responsible for keeping assigned areas clean, orderly and safe condition using custodial equipment and cleaning supplies. Assigned areas would include, but not limited to Trout Creek Recreation Center, Downhill Ski Area, Alder Creek Adventure Center, Beach Club Marina, Tahoe Donner Campground and Northwoods Club House.

This position requires a motivated and independent person

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but not limited to:

- Provide excellent service to customers, employees, and business partners.
- Carry out oral and written directions.
- Ability to work independently.
- Sweep, mop, scrub, oil, and wax floors.
- Vacuum rugs and carpet.
- Clean, dust, and polish furniture, woodwork, cabinets and metal work.
- Empties and cleans waste receptacles.
- Clean stairways, hallways, offices and lobbies.
- Clean ceilings, walls, window coverings, light fixtures, and windows.
- Clean restrooms, toilets, and sinks; refills lavatory supplies dispensers.
- Assists with snow removal including shoveling and clearing snow from walkways, equipment and other areas as necessary.
- Assists in moving and arranging furniture on a regular basis and sets up facilities for special events.
- Replaces light bulbs and tubes in light fixtures.
- Notify facility supervisor when cleaning supplies are low.
- Other duties may be assigned.

QUALIFICATIONS

To perform this job satisfactorily, an individual must be able to perform each essential duty. The requirements listed below 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.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or zero to three months related experience and/or training; or equivalent combination of education and experience is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

LANGUAGE SKILLS

Ability to read and interpret general business periodicals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate. The employee frequently is required to remain stationary; move; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; position oneself close to the ground. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

EMPLOYEE NAME

_____/_____
EMPLOYEE SIGNATURE DATE



Tahoe Donner Association Job Description

Job Title: Custodian II
Job Code: 191
Department: OPS
Reports To: MOD
Class Code: TBD
FLSA Status: Non-exempt
Salary Level: Hourly 10
Pay Range: \$13.00 – \$15.92 per hour
File Name: Custodian II.docx
Prepared: 10/17/16

SUMMARY

The Custodian II is responsible for keeping assigned areas clean, orderly and safe condition using custodial equipment and cleaning supplies. Assigned areas would include, but not limited to Trout Creek Recreation Center, Downhill Ski Area, Alder Creek Adventure Center, Beach Club Marina, Tahoe Donner Campground and Northwoods Club House.

This position requires a motivated and independent person.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but not limited to:

- Provide excellent service to customers, employees, and business partners.
- Carry out oral and written directions.
- Ability to work independently.
- Sweep, mop, scrub, oil, and wax floors.
- Vacuum rugs and carpet; coordinates rug and carpet shampooing with maintenance.
- Clean, dust, and polish furniture, woodwork, cabinets and metal work.
- Empties and cleans waste receptacles.
- Clean stairways, hallways, offices and lobbies.
- Clean ceilings, walls, window coverings, light fixtures, and windows.
- Clean restrooms, toilets, and sinks; refills lavatory supplies dispensers.
- Assists with snow removal including shoveling and clearing snow from walkways, equipment and other areas as necessary.
- Observe work areas and report needed to repairs of buildings and equipment to facility supervisor.
- Assists in moving and arranging furniture on a regular basis and sets up facilities for special events.
- Replaces light bulbs and tubes in light fixtures.
- Maintains building, performing minor and routine painting, plumbing, and other related maintenance activities.
- Notify facility supervisor when cleaning supplies are low.
- Other duties may be assigned.

QUALIFICATIONS

To perform this job satisfactorily, an individual must be able to perform each essential duty. The requirements listed below 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.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or six to twelve months related experience and/or training; or equivalent combination of education and experience is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

LANGUAGE SKILLS

Ability to read and interpret general business periodicals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required communicate. The employee frequently is required to remain stationary; move; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; position oneself close to the ground. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

/_____
DATE