



## **Tahoe Donner Association Job Description**

**Job Title:** XC Custodian  
**Job Code:** 190  
**Department:** Cross Country Ski Area  
**Reports To:** Cross Country Manager  
**Class Code:** 9180  
**FLSA Status:** Non-exempt  
**Salary Level:** Hourly 8  
**Pay Range:** \$10.55 – \$14.44 per hour  
**File Name:** XC Custodian.doc  
**Prepared Date:** 4/6/09, updated 9/24/15

### **SUMMARY**

The Custodian is responsible for keeping assigned areas in clean, orderly and safe condition using custodial equipment and cleaning supplies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Provide excellent customer service to customers, employees and business partners.

Carry out oral and written directions.

Sweep, mop, scrub, oil, and wax floors.

Vacuum rugs and carpets; coordinate rug and carpet shampooing with maintenance.

Clean, dust, and polish furniture, woodwork, cabinets, and metal work.

Empty and clean waste receptacles.

Clean stairways, hallways, offices and lobbies.

Cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds.

Assist in moving and arranging furniture on a regular basis and sets up facilities for special events.

Clean rest rooms, toilets and sinks; refill lavatory supply dispensers.

Assist with snow removal in the winter months including shoveling and clearing snow from walkways, equipment and other areas as necessary.

Replace light bulbs and tubes in light fixtures.

Observe work areas and report needed repairs of buildings and equipment to supervisor.

Maintain building, performing minor and routine painting, plumbing, and other related maintenance activities.

Notify manager when cleaning supplies are low.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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 one to three months related experience and/or training; or equivalent combination of education and experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

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

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with groups of customers or employees of organization.

### **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 and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **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 remain stationary; move; use hands to finger, handle, or feel; reach with hands and arms; and communicate. The employee frequently is required to ascend, descend or balance; position oneself close to the ground; and use sense of smell. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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 frequently exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually loud.

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

\_\_\_\_\_  
EMPLOYEE NAME

\_\_\_\_\_/\_\_\_\_\_  
EMPLOYEE SIGNATURE                      DATE