



Tahoe Donner Association Job Description

Job Title: Custodian III – Trout Creek
Job Code: 192
Department: Trout Creek Recreation Center
Reports To: Recreation Manager
Class Code: 9066
FLSA Status: Non-exempt
Salary Level: Hourly 13
Pay Range: \$15.10 - \$20.47 per hour
File Name: Custodian III Trout Creek.doc
Prepared Date: 3/15/07, update 4/30/11, update 4/4/14, 10/15/15, 08/18, 11/18

SUMMARY

The Custodian III 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 hallways, bathrooms, offices and lobbies.

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

Assist in moving and arranging furniture if needed.

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

Assist with snow removal 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 supervisor 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.

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 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 climb 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