



Tahoe Donner Association Job Description

Job Title: Custodian 2
Job Code: 194
Department: Mountain Operations
Reports To: Ski Area Manager
Class Code: 9184
FLSA Status: Non-exempt
Salary Level: Hourly 10
Prepared Date: 08/02/11, updated 11/19/14, 10/10/15

SUMMARY

The Custodian 2 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.

- Provides excellent customer service to customers, employees and business partners.
- Carries out oral and written directions.
- Sweeps, mops, scrubs, oils, and waxes floors.
- Vacuums rugs and carpets; Coordinates rug and carpet shampooing with maintenance.
- Cleans, dusts, and polishes furniture, woodwork, cabinets, and metal work.
- Empties and cleans waste receptacles.
- Cleans stairways, hallways, offices and lobbies.
- Cleans ceilings, walls, window shades, light fixtures, and windows.
- Assists in moving and arranging furniture on a regular basis and sets up facilities for special events.
- Cleans rest rooms, toilets and sinks; refills lavatory supply dispensers.
- Assists with snow removal in the winter months including shoveling and clearing snow from walkways, equipment and other areas as necessary.
- Replaces light bulbs and tubes in light fixtures.
- Observes work areas and reports needed repairs of buildings and equipment to Ski Area Manager.
- Maintains building, performing minor and routine painting, plumbing, and other related maintenance activities.
- Notifies Ski Area Manager when cleaning and bathroom supplies are low.
- Other duties may be assigned.

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 has 3 to 4 years of 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 speak effectively before 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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or 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.