



PTLB Custodian Job Description

Title:	Custodian
Immediate Supervisor:	Facility Operations Supervisor
Department:	Maintenance
FLSA Status:	Part-time Leave Benefited; Work Up to 30 Hours
Work Hours:	Hourly; As Assigned
Hiring Range:	\$13.65 - \$19.10/hr.
Benefits:	Paid Time Off, Illness/Injury Leave, Employee Membership to Center, PERA Retirement, Worker's Compensation

This job description is established by the Eastern Rio Blanco Metropolitan Recreation & Park District (District) to outline the basic requirements, duties and general responsibilities of the Housekeeping position. This position is "at will", which means the District may terminate the employment relationship at any time and for any reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for any reason.

Position Summary

The Custodian Staff is responsible for general cleaning and light maintenance duties of district facilities as assigned by the Facilities Operations Supervisor.

Primary Duties and Responsibilities:

The following are an overview of the primary duties and responsibilities of the Custodian position and do not constitute an all-inclusive list. These duties and responsibilities establish a flexible, functional base from which the employee operates. The duties and responsibilities may also be modified with additions, deletions or changes as required to assist in obtaining organizational goals and objectives.

1. Cleans and maintains various types of flooring;
2. Empties and cleans waste and recycle receptacles;
3. Dust and polish woodwork and furnishings; Maintain stainless steel fixtures;
4. Clean and wash light fixtures, mirrors and electronic items;
5. Clean and wash exterior and interior windows;
6. Performs room setups and take downs;
7. Clean and sanitize bathrooms, locker rooms, and recreation facilities;
8. Operates hand tools and power equipment; including but not limited to floor buffers, power washers and carpet extractors;
9. Handles and uses cleaning products and chemicals; restocks product and materials;

10. Performs in-house laundry duties;
11. Keeps exterior walkways clear of debris and snow;
12. Demonstrates initiative that supports the District's vision, mission, and value statements;
13. Demonstrates comprehensive knowledge of, and compliance with, the District's rules, policies and procedures, as contained in the District's handbooks and manuals;
14. Perform other duties and /or tasks as assigned by the Facilities and Maintenance Supervisor or the Parks and Facility Manager.

Mandatory Qualifications and Requirements:

1. Must be 18 years of age;
2. Possess a high school diploma or GED;
3. Possess at the time of hire/promotion or obtain within 90 days and maintain a valid AED, adult and child CPR and First Aid certifications;
4. Possess and maintain a valid Colorado Driver's license with a good driving record;
5. Ability to read, write, speak and understand the English language at a level adequate to perform the job;
6. Shift availability considerations:
 - a. Works various shifts: primarily evenings and weekends
 - b. Works a variety of shift times; covers shifts on short notice

Working Environment/ Physical Requirements

This position involves a substantial amount of physical indoor and outdoor activities in and around the District's facilities and premises but also will involve some administrative work in an office environment.

1. Frequent physical activity is required; lifting 20-35 lbs. frequently, and in excess of 50 lbs. occasionally;
2. Some sedentary office work performing routine administrative matters may be required; sitting at a desk for periods of time, working for extended periods on a computer, talking on the telephone; indoor environment with high temperatures, humidity, moisture and noise; outdoor environment with potentially extreme weather conditions;
3. This position may require standing for an extended period of time, and walking, kneeling, sitting, climbing, bending, twisting, stooping/bending, lifting, pushing, pulling, pinching, gripping, reaching over head, reaching away from body, working at various heights, confined spaces and repetitive motion;
4. Working in all weather conditions; Tasks may be performed under hazardous conditions, including but not limited to slippery and uneven surfaces, proximity to moving mechanical equipment, electrical currents, high places and confined spaces;
5. Work may result in exposure to gases, fumes, odors, mists and dusts and other hazardous materials necessitating the use of appropriate personal protective equipment;
6. Work may result in exposure to high noise levels requiring the wearing of hearing protection;

7. Work requires timely response to housekeeping situations as they arise;
8. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling(identify objects by touch), and depth perception;
9. This position will involve periods of high physical, mental and/or emotional stress.