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**JOB DESCRIPTION: CUSTODIAN**

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The Custodian provides patrons a safe, attractive, comfortable, clean and efficient place to recreate. This includes the leisure pool area (with hot tub), lap pool area, racquetball courts, walking track, climbing wall, fitness area, multi-purpose gymnasium, classroom, child care room, party room, patio, office spaces, locker rooms, stairs, elevator and all other areas of PAC. Must be able to work weekends, nights, and holidays. The Custodian is an hourly position and will work a varied schedule to include early mornings, evenings, weekends, and holidays.

**Supervised by:** Maintenance Supervisor

**Supervises:** None

**Essential Job Duties:**

- Attends trainings provided by the Maintenance Supervisor regarding PAC facility needs.
- Completes all task lists as assigned with a special attention to details to ensure completion of all duties.
- Monitors and records use of cleaning/servicing supplies and alerts Maintenance Supervisor when supplies are low.
- Communicates daily with the Maintenance Supervisor regarding status of facility specific details.
- Assists the Maintenance Supervisor as requested to perform general maintenance duties, including learning general pool operations and HVAC system.
- Understands the PAC chain of authority and follows it appropriately.
- Performs other appropriate duties as assigned.

**Qualifications:**

- Education: High school graduate or GED
- Must be able to perform manual labor tasks requiring physical strength, coordination and dexterity.
- Working knowledge of safe practices and procedures used in performance of building cleaning and upkeep tasks.
- Must have First Aid/CPR Certification or able to obtain within 90 days of hire date.
- Must have a valid Driver's License.
- Must pass a background check and any required drug screenings.

**Abilities:**

- Must be able to learn and use proper equipment as needed.
- Must be able to read and understand written instructions.
- Must be willing to learn new skills in order to care for the many areas of the PAC.

- Must be able to accurately and effectively communicate information to all PAC Staff and patrons.
- Must be able to work efficiently and effectively as a team member.
- Must be able to maintain courteous and effective working relationships with the coworkers and the public.
- Must possess mathematical skills to handle required calculations of staff hours, time sheets and simple records.
- Must be able to lift 50 pounds.
- Must be able to exercise mature and independent judgement and critical thought.

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I, \_\_\_\_\_ have read the above job description for the Pinedale Aquatic Center Custodian position. To the best of my knowledge I am able to perform all duties of the job as described.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date