



535 North Tyler Avenue  
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**JOB DESCRIPTION: CUSTODIAN**

The Custodian provides cleaning services to keep up a clean, safe and attractive facility. The Custodian is an hourly position and will work a varied schedule to include early mornings, evenings, weekends, and holidays.

**Supervised by:** Maintenance Supervisor, Maintenance Assistant

**Supervises:** None

**Essential Job Duties:**

- Completes all cleaning duties as assigned with a special attention to details.
- Monitors and records use of cleaning/servicing supplies and alerts the Maintenance Supervisor when supplies are low.
- Communicates with the Maintenance Supervisor regarding status of facility specific needs.
- Assists the Maintenance Supervisor, as requested, to perform general maintenance duties, including learning general pool operations and HVAC system.
- Attends trainings as required.
- Performs other duties as assigned.

**Qualifications:**

- 18 years or older
- 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 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 verbally and in writing.
- Must be able to work efficiently and effectively as a team member.
- Must be physically able to perform a variety of physical movements including but not limited to walking and standing for long periods of time, crouching, climbing stairs, carrying items, and walking on uneven surfaces.
- Must be able to exercise mature and independent judgment and critical thought.

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

