

## Custodian (Wellness Center)

**Position Level:** Temporary/Part-time

**Reports to:** Wellness Center Director and Parks Director

**Site Supervision:** Maintenance Technician I

### Position Summary

The Custodian keeps the Wellness Center building, common areas, restrooms, and equipment in a clean and orderly condition.

### Essential Job Functions (include but are not limited to)

- Cleans facility floors using a broom, mop, scrubber, or vacuum.
- Gathers and empties trash and recycling.
- Services, cleans, and supplies restrooms.
- Cleans windows and mirrors.
- Dusts furniture, walls, machines, and equipment.
- Requisitions supplies and equipment needed for cleaning duties.
- Maintains cleaning chart indicating areas that were cleaned and inspected.
- Organizes janitorial storage areas.
- Handles emergency cleaning and upkeep requests.
- Notifies supervisor about unsafe conditions or concerns that may require maintenance or repair.
- Performs other duties as assigned or required.

### Education/Skills/Experience

- Minimum of high school diploma or equivalent preferred but not required.
- Minimum of one (1) year of janitorial, custodial, or housekeeping experience is preferred but not required.
- Strong attention to detail and a good work ethic.
- Willing and able to take on routine and non-routine cleaning and special projects.
- Willingness to work early morning or late-night shifts.
- Ability to work under minimal supervision.

### Safety Requirements

- Reports any unsafe task or operation immediately to management prior to continuing task.
- Immediately reports incidents involving injury, illness, safety hazard or property damage

- Complies with all company and customer OSHA, safety policies, procedures, rules, and best practice.
- Participates in safety meetings and training.
- Constantly aware of personal safety and that of coworkers.
- Ability to use and operate common equipment to complete work duties safely and effectively.

### **Work Schedule**

This is a temporary, part-time position. Work hours will be based on incumbent's availability and will take place before, during, or after Wellness Center facility hours to best serve the needs of the facility and the community. Early morning, late evening, and/or weekend availability is required. Flexibility in these situations is necessary as it contributes to our commitment to our constituent's satisfaction and project success.

### **Working Environment**

Work is performed solely within the Wellness Center. Employee will be regularly exposed to chemicals, dust, noise, fumes, airborne particles, toxic chemicals, and plumbing/electrical connections. Employee may be occasionally exposed to body fluids and blood-borne pathogens.

### **Physical Requirements**

Incumbent should possess the ability to push, pull, lift, and carry up to twenty-five (25) pounds, as well as stand for extended periods of time.

### **Direct Reports**

This position does not have any direct reports.

### **Certificates/Licenses**

N/A