

# **NORTH HIGHLANDS RECREATION & PARK DISTRICT**

## **JOB DESCRIPTION** **BUILDING MONITOR/CUSTODIAN**

### **DEFINITION:**

Performs a variety of skilled and semi-skilled tasks in the security, set up and break down, monitoring, custodial care and maintenance of District buildings and related facilities.

### **Typical Tasks:**

- Open building(s) at the designated time of the reservation. Check in with user group contact person upon their arrival and advise them as to how you can be reached during their use of the facility. Periodically check in with user group contact to insure their needs are being met.
- Set up tables and chairs, assists rental and user groups as required.
- Monitor restrooms for cleanliness; periodically empty and clean trash receptacles; fill paper and soap dispensers.
- At the conclusion of the rental, ensure user performs required clean up after their event.
- Break down and store all tables and chairs. Sweep and mop floors. Place trash bags in dumpster.
- As required, set up tables and chairs for any scheduled building rentals for the following day.
- Represent the District in a positive, professional manner. Work cooperatively with facility users while adhering to all District policies and procedures.
- Monitor building use every 30 minutes when occupied to avoid potential damage and ensure user safety.
- Ensure safety for users at all times (i.e. mop up wet spots on floor, turn on lights in advance of use, power problem-shut it off at circuit breaker, move or repair hazardous items, etc.).
- Contact Park Maintenance Supervisor and/or Park and Maintenance Superintendent using contact information provided at the work site in case of emergency, incident or accident. File reports as required (incident, accident, vandalism, plumbing, lighting, heating, broken table or chairs, etc.).
- Respond to unexpected problems or emergencies as they arise.
- Secure building(s) after use: turn off lights, stove, and appliances. Close and lock doors and windows. Set alarm properly.
- Perform related work as required.

### **Employment Qualifications:**

Must be at least 18 years of age. Possession of a current work permit (if required) and valid California Driver's license. Ability to interact with and assist a wide variety of people. Ability to work at a high level without direct supervision. Proven ability to be responsible, punctual and dependable. Must display common sense, sound judgment and safe work practices. Ability to perform physical activity involved in common custodial duties.

Revised June 15, 2015