

## Job Description Building Monitor/Custodian

### **Definition:**

Under the general supervision of the Park Maintenance Supervisor/Superintendent, perform 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. This position is part-time, hourly; hours per week will vary depending on the season and scheduled rentals/programs/events.

Salary Range: \$16.50 - \$18.50

### **Essential and other important responsibilities and duties may include, but are not limited to the following:**

#### **Essential Functions:**

- 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.
- Clean facility and office area, such as vacuum, sweep, wipe down counters, take out trash, dust, clean kitchen areas, clean bathrooms.
- Fix minor maintenance issues burned out light bulbs, or clogged pipes.
- 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.

### **Qualifications:**

- Must be 18 years of age.
- Regularly use custodial tools, equipment, and supplies.
- Understand and follow written and oral instruction and communicate clearly orally and in writing.



# North Highlands Recreation and Park District

## **Pre-Employment Testing:**

- Must be fingerprinted with NHRPD.

## **Licenses Required:**

- Possession of a valid California Drivers License.
- Possession of a current work permit (if applicable).
- High school diploma/GED.

## **Working Conditions:**

### **Environmental Conditions:**

- Indoor and outdoor environments.
- Exposure to heat, cold and occasional inclement weather conditions.
- Some irregular work hours, including evenings and weekends.

### **Physical Conditions:**

- Essential and marginal functions may require maintaining physical condition necessary for lifting, bending, sitting, climbing, stooping, walking and crawling.
- Ability to lift up to 50 pounds.