



# LUNDA COMMUNITY CENTER

## Janitorial Custodian Position

### Job Description

Under the direction of the Maintenance Supervisor, the **Janitorial Custodian** is responsible for the cleanliness, sanitation and security of the areas assigned. The employee is accountable for the completion of assigned duties with a minimum level of supervision. The incumbent interacts positively with members and staff and responds to requests personally or informs the appropriate maintenance staff member.

### Essential Functions

- Complete all duties listed on the daily schedule and maintain daily upkeep of assigned area and equipment.
- Perform janitorial duties. Such duties include, but not limited to: Cleaning and sanitizing assigned areas, including mopping, dusting, and trash removal, window washing, room set-up, snow removal, grounds-keeping, and other related responsibilities.
- Record all needed repairs, repair as directed, report ALL repairs to supervisor, and follow up with staff.
- Ensure Lunda Community Center building and property is secure at opening, during shift, and at closing and report incidents and hazardous conditions to supervisor.
- Operate motorized equipment used for cleaning.
- Monitor Pool operation and complete reports as directed.

### Requirements

- Ability to read and follow written and oral instructions.
- Ability to work independently.
- Ability to accept guidance and supervision and work with others
- Ability to perform manual labor, including bending, stooping, reaching, climbing on ladders and lifting heavy objects.
- Must be able and willing to develop
  - Knowledge of cleaning methods and equipment
  - Basic understanding of the upkeep and care of the equipment used for cleaning
  - Understanding of cleaning compound and chemicals, and their safe, efficient use
  - Willingness to learn and share new and better methods of cleaning