



**MONTROSE RECREATION DISTRICT (MRD)
CUSTODIAL LEAD (NIGHT-SHIFT)
(Revised September 27, 2019)**

General Statement of Duties:

This position is responsible for the cleanliness, sanitation, and maintenance of the Community Recreation Center (CRC) and the Field House (FH) facilities. In addition to supporting general maintenance, this position provides and performs the cleaning / janitorial services. To accomplish this purpose this position will require the Custodial Supervisor to work a minimum of thirty (30) hours per week.

Supervision Received: This position reports directly to the Custodial Leader and is responsible for carrying out the directions given by the Custodial Leader, the Maintenance Specialist, and the Recreation Programming and Operations Manager.

Supervision Exercised: The Custodial lead is the shift-lead for the part-time night custodial staff.

Essential Duties:

The following are examples of primary duties assigned to this position. Other related duties may be assigned.

- Serves as the custodian supervisor on duty at the CRC.
- Ensures daily cleaning duties are completed by the night maintenance custodial staff.
- Implements the Custodial Leader / Maintenance Specialist's assigned janitorial and custodial duties.
- Daily maintenance duties include: maintenance of mechanical systems, fixtures replacement / repairs, painting, carpentry, plumbing, and removal of snow / ice from parking lots and sidewalks.
- Janitorial / custodial duties include: sweeping, mopping, buffing and waxing floors; shaking out mats; vacuuming carpets; dusting furniture, polishing glass mirrors; cleaning windows; cleaning / sanitizing locker rooms, restrooms, family changing rooms, and water fountains; and removal of trash.
- Ensures the CRC is adequately stocked with all cleaning and custodial supplies.
- Assists the Custodial Leader in inventorying / ordering cleaning supplies.
- Assists in the selection, training, motivation, supervision, and evaluation of the part-time custodial staff.
- Operating / training part-time custodial staff on maintenance / janitorial equipment.
- Serves as the lead for set-up and tear down for all areas of the CRC facility usage and rentals.
- Adheres to the set-up instructions and anything else required for programs, presentations, or meetings.
- Reports of any safety issues or needed repairs to the Custodial Leader.

Position qualifications:

Experience & Knowledge: One (1) years of custodial / janitorial equipment operation and maintenance experience preferred. Basic knowledge of building maintenance and custodial principles. Basic record keeping skills.

Education or Training: N/A

License and Certification: N/A

Work Environment:

The Custodial Supervisor works primarily at night. Working hours will include some seasonal variation with evening, weekend, and holiday hours. The environment includes both indoor and outdoor recreational facilities, with a focus on indoor facilities.

Physical Conditions:

This position requires some moderate to heavy lifting, working in all weather conditions and working in close proximity to pool chemicals. Occasional exposure to wet and/or humid conditions and toxic or caustic cleaning chemicals.

Compensation:

An hourly wage, 75% health benefits, PTO, and a family membership to the Community Recreation Center.