



MONTROSE RECREATION DISTRICT (MRD)
Part-Time Custodial Attendant
(Revised 12/01/2020)

General Statement of Duties:

This position is responsible for performing the daily custodial maintenance for the Community Recreation Center (CRC) and the Field House (FH) facilities. In addition, to the custodial duties this position may assist the Maintenance department as needed.

Supervision Received: All custodians report directly to the Custodial Leader.

Supervision Exercised: N/A.

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

- Clean all areas of the CRC and FH locker rooms, lobby, and family changing rooms.
- Clean all hard flooring, vacuum all carpeted areas, empty trash, and feather dust all office areas, spot clean where necessary
- Communicate inventory needs to the Custodial Leader.
- Maintains all custodial and storage rooms in a clean and orderly condition
- Fill out maintenance and order requests when necessary
- Specific duties and responsibilities, includes; sweep, mop, buff and wax floors, shake out mats, vacuum carpets.
- Emptying of trash cans and the removal of trash from CRC and FH grounds.
- Perform minor fitness equipment maintenance and minor maintenance duties on various building systems.
- Dust furniture, polish glass mirrors and clean windows.
- Clean and sanitize locker rooms, restrooms, family changing rooms, water fountains, etc.,
- Takes initiative to improve the building quality by meeting the needs and expectations of the CRC users and patrons.
- Perform and sign-off on all duties listed on the cleaning check-list.

Qualifications:

Experience & Knowledge: Must be 18 years of age or older. Custodial / janitorial equipment operation or maintenance experience, preferred.

Education or Training: N/A

License and Certification: N/A

Work Environment: 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.