

Job Title: Custodian	Department: Recreation - Operations
Reports to: Manager of Sports Centre Operations	Updated as of: July 22, 2013

JOB SUMMARY:

The Custodian performs cleaning duties in accordance with established standards to ensure that facilities are maintained in a healthy, safe, and sanitary manner. Responsibilities include vacuuming, washing, stripping and sealing floors, cleaning pool decks, disinfecting furniture, lockers and bathroom fixtures, washing windows and mirrors, restocking supplies, removing garbage and recycling, general sanitation and cleaning of the facilities, and the set up and take down of furniture and equipment for program activities and user groups.

MAJOR DUTIES AND RESPONSIBILITIES:

- Sweep, wash, strip, and seal floors. Clean and disinfect washrooms, change rooms, showers, walls, fixtures, mirrors, and counters
- Clean and maintain pool deck and associated areas such as hot tub, sauna, steam room, stairs, rails, ramps, boards, and bleachers. Add pool chemicals as required
- Clean windows, walls, doors, cabinets, desks, and equipment throughout facilities
- Set up and take down of facilities for special events, program activities, and user groups
- Replenish supplies and request supplies and equipment as required
- Clean and maintain equipment and tools. Remove garbage and recycling
- Open and close facility as required. Maintain routine records and logs
- Monitor facilities and report any maintenance needs or concerns to the manager
- Respond to patron questions and concerns in a friendly and diplomatic manner
- Assist other staff in performing their duties
- Enforce facility rules consistently, tactfully, safely, and promptly
- Attend all in-service training sessions
- Perform other related duties as required

REQUIRED EDUCATION AND EXPERIENCE

- Grade 12 graduation
- Minimum six months of directly related experience

REQUIRED LICENCES, CERTIFICATES AND ASSOCIATION MEMBERSHIPS

(required for acceptance into the job)

- Current criminal record clearance
The incumbent is required to provide a satisfactory criminal record check in order to work in this position and is required to report to their supervisor any criminal charges laid against them that may be related to their employment in this position.
- WHMIS Certification and/or Training
- Valid BC driver's license

PREFERRED ADDITIONAL QUALIFICATIONS

- Building Service Worker Certificate – Level I or equivalent

JOB KNOWLEDGE, ABILITIES AND SKILLS

- Strong knowledge of WHMIS and proper and safe use of cleaning products
- Working knowledge of the materials, current methods, tools and equipment used in janitorial work including auto scrubbers, floor machines, foam guns, pressure washers
- Ability to operate and care for a variety of specialized tools and equipment
- Basic knowledge of routine building maintenance and repair
- Ability to perform all cleaning duties

CORE KNOWLEDGE, ABILITIES AND SKILLS

- Working knowledge of Comox Valley Regional District and Sports and Aquatic Centre policies and procedures
- Ability to work safely and effectively without direct supervision and adhere to work procedures and safety regulations
- Ability to establish and maintain effective, cooperative, and respectful working relationships with coworkers, management, and general public
- Ability to provide excellent customer service in a professional and courteous manner
- Ability to work accurately with attention to detail
- Strong communication, decision making, and problem solving skills
- Ability to maintain standards of conduct
- Ability to effectively carry out oral and written instruction
- Ability to cope with interruptions and meet multiple demands and priorities in a busy fast paced environment while maintaining a positive customer service attitude
- Ability to maintain composure under stressful situations and handle emergency situations
- Ability to handle conflicts effectively and enforce facility policies
- Maintain work-related qualifications
- Physically capable of performing duties safely and effectively
- Ability to work shift work including days, evenings, weekends, and holidays

EMPLOYEE SIGNATURE

This is to certify that I have read this job description:

Print Name

Signature

Date