

LCBPOA, INC.

Job Description: Custodian

Job Overview: To maintain the Association Clubhouse and grounds area. This is a part-time position with flexible and varying hours (on call).

Performance Review: This position is a direct report to the Clubhouse Committee Chairperson. Performance review will be conducted every year in February by the Clubhouse Committee Chairperson.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

High School diploma or general education degree (GED) required

Good verbal communication and interpersonal skills

Time management and multi-tasking abilities

Possess knowledge of the methods, technique and materials used in custodial work

Previous custodial and grounds experience preferred

Ability to lift and carry up to 50 lbs.

Comfortable squatting, twisting, bending and kneeling while using tools and performing maintenance tasks

Ability to climb ladders and work from heights

Familiar with operating, caring for and storing custodial equipment and supplies

Responsibilities for Custodian:

Monthly timesheets are to be submitted every 30 days. Work Orders must be attached to the monthly timesheet submitted.

Set-up for meetings (Board and Bi-Annual). Arrange tables, chairs, podium and microphones for use at these meetings. American flag must be displayed for Pledge of Allegiance at all meetings.

At the direction of the Events Planner, set-up tables and chairs and tear down for Clubhouse events. Obtain Work Order for any special requests (set-up, break down tables, etc.).

Requisition supplies for approval by Clubhouse Committee Chairperson.

Maintain floors in a clean state by sweeping and mopping floors.

Empty and clean trash receptacles and collect recycling.

Clean, sanitize and supply bathrooms.

Clean and service custodial equipment as needed.

Perform minor repairs on furniture, building and equipment.

Report any safety, sanitary or fire hazards to the appropriate department.

Lock and unlock windows and doors.

Change air filter and cleaning vents as necessary.

Ensure grounds areas are clean and orderly.

Maintain landscaping at Clubhouse which includes watering when necessary.

Winter Season: Salt walkways as needed. Snow removal using snow thrower which is available on premises.