



Janitor

Job Description

Effective Date: 1/4/18

Revision: A

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Reports to:

Maintenance & Custodial Team Leader when on-site.
Operations Supervisor or General Manager at other times.

Compensation:

Hourly, Non-Exempt.

Primary Responsibilities:

- To help the Custodial & Janitorial team ensure that all areas, facilities and grounds are in readiness for the use of staff and guests, and provide a safe and sanitary environment.

Schedule:

- Varies at times based on building usage and needs. As part of the Custodial/ Janitorial team, a balance of daytime, evening and weekend hours will be required. Ongoing assessment of schedules is normal based on balancing building/ event needs.

Specific Responsibilities:

- Meets guest needs with service that exceeds expectations as an HCAC team member.
- Performs assigned janitorial duties using facility approved products and procedures.
- Cleans and helps to maintain assigned areas of the building and equipment according to skills and abilities including but not limited to floors, windows, bathrooms, showers, doors and hardware, preparing and painting various surfaces.
- Provides building security measures as assigned.
- Provides assistance to HCAC staff and groups utilizing the facility.
- Reports notable daily activity in the Daily Log.
- Participates in departmental and inter-departmental training programs and assists in training of other staff as required.
- Identify facility needs and assist staff and guests in all areas of the facility, as needed.

Essential Qualifications:

- Demonstrated ability to work well with others.
- High School Diploma or GED
- Ability to perform substantial moving and lifting.
- Ability to demonstrate mature judgment and reliable and ethical behavior.
- Ability to have a positive impact on all team assignments and efforts.
- Proven ability to project a positive attitude, manner, and appearance.
- Ability to demonstrate acceptable punctuality and attendance.

8. Demonstrated ability to work at heights above eight feet and work in an aquatic atmosphere. Note: The ability to swim is preferred.
9. The ability to comply with and implement current HCAC policies and procedures.
10. CPR and First Aid Certification or ability to achieve certification within 60 days of hire.

Preferred Qualifications:

- CPO Certification or ability to achieve certification if deemed necessary by supervisor.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This includes, but is not limited to, repeatedly ascending/descending stairs, positioning and use of a ladder for work over 8 feet high, repeated lateral movement (mopping, sweeping), and use of routine housekeeping/custodial/maintenance equipment/machinery. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job may also require solitary work around potentially hazardous chemicals and venues.

As a prerequisite to awarding the position each applicant shall complete a pre-employment physical and 10 panel drug screen.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment will require working indoors in varying temperatures, near pools and water, on tile floors that may be wet at times, and outdoors as duties require.

Name: _____

Employee signature _____ Date: _____