

South Bay Community Center

Custodian Job Description

POSITION OF CUSTODIAN

The Custodian for the South Bay Community Center (SBCC)is directly accountable to the Office Manager of the SBCC and operates under the direction of Board of Directors (Board) of the SBCC and standard operating procedures as established by the Board. Hours of employment are to be determined by mutual agreement and approval of the Board.

ACCOUNTABILITY

The Custodian is directly accountable to the Office Manager. There is an initial six-month evaluation of performance and at the first-year anniversary of employment. After the first year, the evaluation will be conducted annually. The performance evaluation will be completed by the Executive Committee with input from the Office Manager.

OVERALL RESPONSIBILITIES

Responsibilities include routine cleaning and minor maintenance of the SBCC according to Custodian checklist provided by the Office Manager, as approved by the Board. These responsibilities and activities are managed within budgetary limits with both fixed and flexible hours as assigned. The Office Manager has primary responsibility for scheduling and work assignments.

OPENING DUTIES: Opening up front door; disarm the alarm if the senior nutrition driver or staff has not already done it; performing a walk-through the Center noting any issues that need attention; checking the bathrooms to determine required paper products are installed and cleaning required; setting priorities for each workday and communicating any identified issues to the Office Manager in a timely manner; making sure that a clean appearance on both the interior and exterior of the building is maintained including monitoring the trash recycle containers and surrounding area.

CLOSING DUTIES: Making sure the setup is done as requested for the next tenant per the rental agreement provided; making sure the main room, bathrooms and kitchen are clean and ready for the next renter; make sure all trash and recycle containers have been emptied; check all doors to ensure they are secure and set the alarms. Complete the “post-rental checklist” after each private event & submit to the Office Manager per standard operating procedure.

ROUTINE DUTIES AS NEEDED: Regular cleaning and minor maintenance per established process, including monitoring needed supplies and reporting upcoming and anticipated needs to the Office Manger

MINIMUM QUALIFICATIONS:

A minimum of 18 years of age. Ability to work under indirect supervision following written and verbal instructions and checklists. Basic knowledge of industrial cleaning and cleaning products, techniques and standards. Ability to meet flexible hours with long breaks between work periods based on scheduled events. Previous custodial experience preferred.

Adopted 10.21.2024