



**Pleasant Hill Park & Recreation District**  
**Job Description: *Facility Specialist Custodian***

**Job Title:** Facility Specialist Custodian  
**Department:** Building Maintenance  
**Reports To:** Facilities Manager  
**Job Type:** Part-time/Non-Exempt (non-salary)  
**Salary Range:** \$18.52-\$28.54/hour (DOE)

**POSITION SUMMARY**

Under the direction of the Facilities Manager and/or Lead Custodian, the primary role of the Facility Specialist Custodian is to clean, maintain and prepare assigned community facilities for recreation events, classes, and programs. The Specialist also serves as the main point of contact during rentals and programs held at the facility, providing outstanding customer service and logistical support to facility users.

**ESSENTIAL JOB DUTIES**

*Essential job duties may include but are not limited to the following assigned tasks.*

- Perform custodial duties at assigned facilities including sweeping, vacuuming, mopping, waxing, stripping, and polishing floors; cleaning restrooms, furniture, woodwork, fixtures, doors, windows, equipment etc.; disposing of trash.
- Inspect facilities and equipment for safety concerns or potential maintenance repairs; report issues in a timely manner to supervisor; perform minor facility maintenance as needed.
- Assist in monitoring and maintaining equipment and supplies.
- Safely open, close, secure and alarm facilities.
- Set up all necessary equipment and furniture such as tables, chairs, podiums, and Audio-Visual (A/V) equipment for indoor and/or outdoor events at facility.
- Maintain the overall appearance and cleanliness of the building both prior and post event to make sure that building is ready for the next scheduled use.
- Provide friendly and professional customer service by greeting facility visitors; serve as a main point of contact during activities and events primarily in evenings, weekends and special events.
- Listen and respond to questions, concerns, and complaints from facility patrons; determine issues and problem-solve in appropriate and professional manner.
- Participate in required training sessions, including safety drills and other emergency procedures; performs all work in a safe manner in accordance with policies and procedures.
- Assists with Pleasant Hill Recreation & Park District (District) special events as needed.
- Performs other related duties as assigned.

**SUPERVISION RESPONSIBILITIES**

This position has no direct supervision responsibilities. May provide supervision and/or technical training to other staff members as assigned by Facilities Manager and/or Lead Custodian.



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**IDEAL CANDIDATE**

The ideal candidate will have a balance of hands-on custodial skills and outstanding customer service skills. The model candidate is also a person who takes pride in a job well done and enjoys helping others have the best experience possible. Our Vision: To be the leaders in providing WOW experiences every day. A person with a healthy sense of humor and a positive attitude is always a welcome addition to the District's energetic and dedicated team.

**DESIRED QUALIFICATIONS**

**Ability to:**

- Clean and maintain facilities and equipment in a thorough, safe, and secure manner.
- Work independently while supervising facilities and user groups as assigned.
- Organize own work tasks, set priorities, and meet important time deadlines.
- Learn, understand, apply, and communicate facility use policies and procedures.
- Provide friendly and courteous assistance to facility patrons.
- Use tact, initiative, and independent judgment to problem solve.
- Establish and maintain positive and effective working relationships with others.
- Remain flexible and adapt as job responsibilities change.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) if needed (training provided).
- Make accurate basic arithmetic calculations.

**MINIMUM QUALIFICATIONS**

**Age Requirements**

- At least 18 years of age.

**Education/Experience**

- Equivalent to successful completion of twelfth grade (preferred) or general education degree (GED).
- One to three months of work experience related to commercial custodial services, housecleaning, facility maintenance or customer service. Custodial training provided for otherwise qualified incumbents.

**Language Skills**

- Must be proficient in the English language with the ability to read, understand simple instructions, and write short correspondence.
- Must be able to communicate information effectively verbally to individual customers, clients, and staff members in-person and/or over the phone or present information to small groups in-person.

**Licenses & Certifications**

- Possession of a valid California State Driver's License, or license in another state.
- American Red Cross Adult/Pediatric First Aid/CPR and AED Equivalent certification within 90 days of employment (Training provided).



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**PHYSICAL DEMANDS**

Must possess mobility, strength, and stamina to perform physical work for extended periods of time; to operate a wide variety of cleaning tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. Finger dexterity needed to operate tools and equipment. Work activities may require standing, walking on uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels, wet and slippery conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

**WORKING CONDITIONS**

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

**PRE-EMPLOYMENT CONDITIONS**

- Department of Justice fingerprint clearance