



Pleasant Hill Recreation & Park District
Facilities Specialist Custodian
Job Description

Job Title: Facilities Specialist Custodian

Department: Building Maintenance

Reports To: Facilities Manager

FLSA Status: Part-time/Non-Exempt

Job Summary: The Facility Specialist Custodian holds the principal responsibility, under the guidance of the Facilities Manager and/or Lead Custodian, of cleaning, maintaining, and preparing designated community facilities for programs, classes, and recreation events. In addition, the Specialist acts as the primary liaison for rentals and programs conducted at the establishment, ensuring that facility users receive exceptional logistical support and customer service.

Responsibilities:

- 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.

Equal Employment Opportunity Statement

Pleasant Hill Recreation & Park District grants equal employment opportunities to all employees and applicants. It forbids discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy pertains to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

ADA Accommodation Statement

Pleasant Hill Recreation & Park District provides reasonable accommodation per the Americans with Disabilities Act (ADA) and applicable state and local law. If you require an accommodation, please contact our HR department or Management.