



Baker County Board of Commissioners

Agricultural Center Auditorium Custodian

UF/IFAS Extension Baker County

JOB OVERVIEW

Assisting renters with checking in/out of the auditorium for an event and cleaning of the auditorium if multiple events are scheduled. Mostly evenings and weekends, with renters required to be checked out by midnight. The position is under the supervision of the County Extension Director. Rate of pay is \$13.00 per hour.

County Agricultural Center Auditorium Custodian is an On-Call position. The method of payment is as follows:

- 1 Hour per check-in and 1 hour per check-out services
- Minimum of 4 hours for cleaning services when back-to-back rentals occur, or extensive cleaning is required.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED Certificate. This position is an on-call as needed position. Hours will vary.

CORE COMPETENCIES

- **Customer Commitment** - Proactively seeks to understand the needs of our customers and provide the highest standards of service.
- **Dedication to Professionalism and Integrity** - Demonstrates and promotes fair, honest, professional, and ethical behaviors that establishes trust throughout the organization and with the public we serve.
- **Organizational Excellence** - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations.
- **Success through Teamwork** - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

REPRESENTATIVE DUTIES

- Custodian is required to clean, sanitize, and re-stock supplies in the auditorium when there are scheduled back-to-back rentals (i.e., rentals on Friday/Saturday or Saturday/Sunday). This includes: sweeping and mopping all floors including kitchen, auditorium, bathrooms, and hallway; vacuuming stage and rugs; cleaning glass doors; re-stocking supply room and bathrooms with trash bags, soap, paper towels; cleaning/sanitizing bathrooms and kitchen (floors, countertops, toilets, refrigerator, etc.); sweeping sidewalks; replacing lightbulbs as needed.
- Custodian will be required to check-in renters as scheduled. When "Checking-In": Custodian meets renter at appointed time; reviews rules, cleaning procedures, check-out procedures and contact phone numbers; completes a walk-through of the building showing renter how to use key on glass doors, where supplies are located, where tables/chairs are located, how to set thermostats for air conditioning, etc.; asks renter to sign "check-in" form.
- Custodian will be required to check-out renters as scheduled. When "Checking-Out": Renter will call when they have completed their required cleaning and are ready to check out. Custodian checks auditorium thoroughly by using post-inspection list. This includes checking: tables, chairs, auditorium (floors, walls, ceilings), bathrooms (floors, toilets, trash), kitchen (floors, counters, appliances), trash taken out, renters belongings out of auditorium, outside around building. Review Post-Use Inspection List with renter. Be sure you both agree that Renter has completed all required cleaning. Renter signs "Auditorium Inspection List" form and Custodian collects key from them. Custodian then checks and locks all doors, turns off all air conditioners, turns out lights.

This classification description is not intended to be, nor should it be construed as an all-inclusive list of the duties associated with a particular position. Management may require incumbents to perform job duties other than those contained in this document at any time.