



Baker County Board of Commissioners

Part-Time Recreation Custodian
\$11.00 Hourly

JOB OVERVIEW

Performs custodial duties at the Knabb Sports Complex and grounds.

MINIMUM QUALIFICATIONS

- Must be 18 years of age or older.
- No high school diploma required but diploma or GED a plus.
- An equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific competencies noted below.

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.

JOB SPECIFIC COMPETENCIES

- Knowledge of cleaning supplies, products, and equipment.
- Knowledge of safety procedures in use of cleaning supplies, products, and equipment.
- Ability to prepare and maintain records, logs, lists, and reports.
- Ability to effectively communicate verbally and in-writing.
- Ability to regularly lift, carry, and move supplies, equipment, and furniture typically weighing at least 30lbs., but as much as 50lbs.
- Ability to operate side by side in the Knabb Sports Complex.

REPRESENTATIVE DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Cleans restrooms and replaces supplies.
- Empties garbage cans and wastebaskets.
- Performs minor repairs and maintenance of cleaning equipment.
- Reports requirement for major repairs, adjustments, or replacements.
- Inventories, orders, and replenishes paper products, cleaning supplies and related equipment.
- Opens and secures facilities, common areas, and grounds, as directed.
- Performs other related duties as required.
- Ability to work outside in a sub-tropical climate.
- Ability to stand for extended periods of time, kneel, bend, and climb in the performance of duties.
- Reports to the Maintenance/Parks Director.

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.