



# Baker County Board of Commissioners

## Agricultural Center Auditorium Custodian

### On-Call

### UF/IFAS Extension Baker County

#### **JOB OVERVIEW**

This position is an on-call custodian position for the Agriculture Center Auditorium. The schedule will require mostly evening and weekend hours but may also require daytime hours during the week. Incumbent will be required to assist renters with checking in/out of the auditorium for events (paid for 1 hour per check-in and 1 hour per check out services) and cleaning of the auditorium which is a minimum pay of 4 hours for cleaning services when back-to-back rentals occur, or extensive cleaning is required (renters required to be checked out by midnight). The position reports to the County Extension Director. Rate of pay is \$15.00 per hour.

#### **MINIMUM QUALIFICATIONS**

Graduation from high school or possession of a GED Certificate. Must be 18 years old or older. 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.

#### **JOB REQUIREMENTS**

- 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.*

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**I understand and accept the duties and responsibilities set forth in said Position Description. If at any time during the scope of my employment I cannot perform my duties I will immediately contact my supervisor or Human Resources to discuss such inabilities.**

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(Sign Name)

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(Date)

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