



MAC Recreation District

1195 SE Kemper Way, Madras, OR 97741

541.475.4253 • www.macrecdistrict.com

CUSTODIAN Job Description

Reports to: Recreation Programs Director
Pay Rate/Status: Starting wage \$13/hour, FLSA non-exempt, part and full-time positions

General statement of duties: Performs heavy cleaning duties such as cleaning floors, washing walls, glass, toilets, urinals, lockers and removing rubbish, in addition to notifying management of need of repairs following all state requirements and regulations.

Essential Duties and Job Responsibilities: Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Follow all specific guidelines for disinfecting and be sure anything used is approved by the EPA to meet COVID-19 guidelines.
- Clean restroom and facilities by sweeping, scrubbing, mopping, and/or vacuuming.
- Pick up trash and empty trash cans and replace with new liners in the bathroom, front reception area and offices.
- Wipe down counters, copy machine, sink and vacuum carpet in the front entry/reception area and wipe down/vacuum entryway vestibule.
- Service, clean and supply all restrooms and locker rooms.
- Clean and disinfect lavatory equipment such as glassware and metal instruments, using solvents, brushes, rags and power cleaning equipment.
- Clean mirrors using soapy water, cleaners or other cleaners, sponges and squeegees.
- Prepare cleaning solution as recommended by dilution with water for cleaning applications and follow all requirements for appropriate disinfectant.
- Notify direct supervisor if any repairs or additions to building operating systems are identified during the course of conducting the duties of the position.
- Organize, stock and clean janitorial closet.
- Assist in determining cleaning needs and modifying janitorial and sanitation schedule.
- Perform cleaning and sanitation duties as required in the janitorial and sanitation schedule.
- Performs other duties as assigned.

Key Attributes

- Safely operate cleaning equipment.
- Can accept direction and provide feedback on facility needs to direct supervisor.
- Attention to detail.
- Work cooperatively with others and create a positive, constructive relationship with staff and the general public.

Work Environmental Elements

- Employees work indoors and utilize cleaning agents, solvents and machinery.
- While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing less than 50 pounds on a regular basis.

Work Schedule

- Employees must work during off-peak operations hours, including weekends, evenings, and holidays.

Education/Experience Requirements

- High school graduation or equivalency; and
- Some previous custodial experience, preferably in a public facility; OR
- Any satisfactory combination of experience and training which demonstrates knowledge, skills and ability to perform the above-described duties.

Equal Opportunity Employer