

# CUSTODIAN

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## **JOB SUMMARY:**

Under the direction of the Recreation Administration Supervisor, the Custodian maintains and cleans the REC Centre and surrounding grounds; carries out minor repairs; maintains building security and comfort; assists the public in their use of the REC Centre facilities and performs other related duties. This position requires the incumbent to adhere to the District of Lillooet's policies and procedures.

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## **DUTIES AND RESPONSIBILITIES:**

1. Performs routine maintenance, repairs and painting; moves furniture and equipment; cleans entire facility including rooms, furniture, fixtures, restrooms, windows, dishes and cutlery; orders, receives and maintains inventory records of janitorial supplies and equipment; reports major repairs required and confirms when work has been completed.
2. Collects and separates refuse, litter and recyclable materials from facilities and grounds.
3. Demonstrates a positive attitude towards co-workers and facility users.
4. Strips, waxes, polishes and buffs floors manually or with mechanical cleaning equipment, and vacuums and cleans floor coverings and upholstered furniture.
5. Clears steps and walkways of snow, gravel and debris and performs other grounds maintenance as required.
6. Adjusts heating and air conditioning controls as required.
7. Unplugs sinks and toilets and changes faucet washers.
8. Sets up and removes equipment for instructors and the public as required for events and activities.
9. Monitors all factors regarding safety and security of the public in relation to the operation and use of the facility.
10. Secures facilities, locks and maintains door and window hardware and makes routine security checks.
11. Collects drop-in fees and verifies participants passes.
12. Prepares meeting rooms for rental groups which includes room set ups, take downs, cleaning and making coffee.
13. Due to the diverse nature of REC Centre operations all staff are expected to assist other co-workers as requested and to show flexibility and initiative in new or temporary assignments.

## **REQUIRED KNOWLEDGE AND SKILLS:**

- Knowledge of standard methods, equipment and materials used in maintenance of buildings.
- Must be capable of carrying out duties without direct supervision.
- Ability to comprehend and effectively carry out oral and written instructions and maintain preventative maintenance and service records.
- Must have sufficient strength and agility to perform the required duties (i.e. move furniture and other objects and climb ladders).
- Tact and discretion is required to deal with or settle requests, complaints or for clarification of information.
- Proven ability to communicate and work effectively with co-workers and the public including children and youth.
- Working knowledge of WHMIS and WCB regulations and safework procedures.

## **MINIMUM TRAINING AND EXPERIENCE:**

Completion of High School plus completion of a Building Service Maintenance Course or equivalent is preferred. A minimum of six (6) months job related experience is preferred.

## **REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS:**

- Must pass a criminal record check in accordance with the District of Lillooet policy.
- A valid Class 5 BC Driver's License.
- Maintains current standard first aid certificate or equivalent.

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This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed.

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