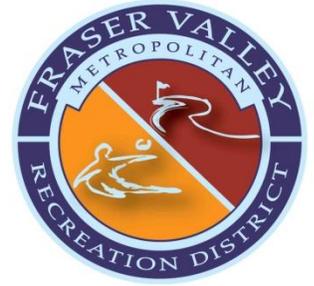


Fraser Valley Metropolitan Recreation District
P.O. Box 3348 Winter Park, CO 80482
970-726-8968



POSITION TITLE: Facilities Maintenance Custodial Coordinator
CLASS: Full Time
PAY TYPE: Non - Exempt
PAY RANGE: \$13.00 - \$19.00 per hour
SUPERVISOR: Facilities Maintenance Manager

GENERAL STATEMENT OF DUTIES: Responsible for a wide variety of custodial duties across numerous facilities in order to provide a sanitary, safe, and attractive environment. Responsible for training, coordinating, and supervising custodial staff. This position will entail approximately 85% cleaning, 15% coordinating and supervising the custodial staff.

ESSENTIAL JOB FUNCTIONS: The following examples are meant to be illustrative only and are not intended to be all inclusive. The FVMRD reserves the right to modify or change duties or essential functions of this job at any time.

- Coordinate the custodial staff, create weekly employee schedules, and communicate daily to ensure shift coverage.
- Serve as the direct line of communication between the custodial staff and the Facilities Maintenance department.
- Train and supervise custodial staff on proper cleaning practices, chemical use, and policies of the district.
- Create cleaning checklists and ensure quality control is being met on a daily basis district wide.
- Order materials and cleaning supplies and ensure sufficient inventory.
- Coordinate and participate in daily cleaning tasks, and schedule weekly detailed deep clean tasks.
- Clean, dust and wipe down furniture; sweep, mop, vacuum floors; empty /clean trash and recycling containers.
- Clean and sanitize restrooms, locker rooms, family changing rooms, and child watch room using established practices and procedures.
- Use and maintain assigned power equipment and hand tools such as buffers, auto scrubbers, extractors, high pressure washers, vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Wash accessible interior and exterior windows. Clean blinds. Launder cleaning cloths and dust mops.
- Follow instructions regarding the use of chemicals and supplies.
- Lock and unlock assigned buildings. Secure building when facilities are not in use, checking for unlocked doors and windows, and turning off lights.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Strong customer service and interpersonal skills.
- Ability to read and interpret written documents and manuals.
- Ability to communicate clearly and concisely, both orally and in writing.
- Knowledge of safety policies, procedures, and practices.
- Ability to work evenings, weekends, and holidays.

EDUCATION, TRAINING AND EXPERIENCE:

- High school diploma or GED equivalent.
- Some positions may require a valid driver's license.

Working Environment: This employee must be able to work indoors and outdoors in all weather conditions.

Physical Requirements: This position requires the employee to have good vision and hearing, and be able to stand, walk, kneel, stoop, squat, pull, push, climb, crouch, and crawl. This position requires good manual dexterity. This position requires moderate to heavy lifting.

The FVMRD is customer service oriented and committed to hiring individuals who respond effectively and efficiently to citizen needs and concerns.

EQUAL OPPORTUNITY EMPLOYER