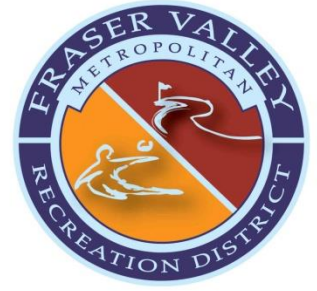


Fraser Valley Metropolitan Recreation District
P.O. Box 3348 Winter Park, CO 80482
970-726-8968



POSITION TITLE: Facilities Coordinator - Custodial
CLASS: Full Time
PAY TYPE: Non – Exempt
PAY GRADE: 100
PAY RANGE: \$19.00 - \$30.00 per hour
SUPERVISOR: Facilities Maintenance Manager

WHY WORK FOR THE FRASER VALLEY METROPOLITAN RECREATION DISTRICT?

The Fraser Valley is situated in a high mountain park and surrounded by the Arapaho National Forest and several wilderness areas. Home to Winter Park Resort, a world-renowned ski resort, the Fraser Valley offers a variety of winter activities and our idyllic summer climate is a haven for outdoor enthusiasts. The FVMRD has established an outstanding reputation for quality recreation and excellent customer service, creating amazing experiences for our residents and guests every day. We invite you to join our team!

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

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

- Coordinate custodial staff, create weekly employee schedules, and communicate daily to ensure shift coverage.
- Communicate with managers at each District facility to ensure adequate custodial staffing and supplies.
- Serve as the direct line of communication between the custodial staff and the Facilities Maintenance Supervisor.
- Train custodial staff on proper cleaning practices and chemical use.
- Create cleaning checklists and ensure quality control is being met daily District wide.
- Order materials and cleaning supplies and ensure sufficient inventory.
- Travel to District facilities to coordinate and participate in daily and weekly cleaning tasks.
- Schedule weekly detailed deep clean tasks at all District facilities.
- Use and maintain power equipment and hand tools such as buffers, auto scrubbers, extractors, high pressure washers, vacuums, brooms, mops, and squeegees for the cleaning, dusting, and general maintenance of floors, walls, carpets, furniture, windows, blinds, and trash/recycling containers.
- Clean and sanitize restrooms, locker rooms, family changing rooms, and child watch room using established practices and procedures.
- Follow instructions and safety protocols 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 necessary.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Windows based computer operating systems, MS office and database management.
- 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 as necessary.

EDUCATION, TRAINING AND EXPERIENCE:

- High school diploma or GED equivalent required.
- Must possess, or be able to obtain, CPR, First-Aid, AED certifications (training can be provided).
- Must possess and maintain a valid driver's license or the ability to obtain one within thirty (30) days of employment. Must be insurable by the District carrier at the onset and for the duration of employment.

Work Environment: Work is performed in indoor facilities and outdoor environments in all weather conditions and may include periods of high activity. The noise level in this environment ranges from quiet to moderate to extremely loud. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee may occasionally be exposed to wet and dry conditions, fumes, and toxic or caustic chemicals. Employees will be required to read safety data sheets and understand all safety precautions when handling chemicals or hazardous cleaning materials.

Physical Requirements: While performing the duties of this position the employee is required to walk, stand, sit, kneel, crouch, squat, climb, crawl, talk, hear, and see. Moderate to heavy lifting and carrying of 10 pounds or greater is required.

Fraser Valley Metropolitan Recreation District Benefits

Designated full time employees are eligible for benefits including:

- Medical, dental, and vision plans including spouse, domestic partner, and family coverage options
- Employer paid life insurance
- Retirement plan with 3.75% employer match and immediate 100% vesting
- Paid Holidays
- Paid vacation and sick leave time
- Additional recreation benefits at all FVMRD facilities

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

EQUAL OPPORTUNITY EMPLOYER

Employee Name

Employee Signature

Date