

**MOULTRIE-COLQUITT COUNTY PARKS AND RECREATION AUTHORITY
JOB DESCRIPTION**

**JOB TITLE: CUSTODIAN
MAINTENANCE DIVISION**

GENERAL STATEMENT OF JOB

Under regular supervision, performs essential custodial maintenance of the parks and recreational facilities and grounds. Work involves ensuring that the general ascetics of facilities and grounds are attractive and inviting to all participants and attendees at facilities and parks. Reports to Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS:

Performs general custodial maintenance duties on facilities including cleaning toilets, countertops and surfaces, picking up litter and other refuse, replacing trash bags, hauling debris, etc. to ensure cleanliness and sanitary conditions of all facilities.

Interacts and communicates with various groups and individuals such as Supervisor, coworkers, other staff, and the general public.

Follows Board policies in *Personnel Policies and Procedures Manual*.

Learns and utilizes new skills and information to improve job performance and safety.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

Knowledge of or willingness to learn common facility maintenance practices and safe cleaning practices.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or equivalent. Must possess a valid State driver's license.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to safely operate a motor vehicle. Must be physically able to exert up to fifty pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Must be able to lift and/or carry weights of approximately fifty.

Verbal Aptitude: Requires the ability to record and deliver information, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

PERFORMANCE INDICATORS

Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Authority and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.