



POSITION DESCRIPTION

Position: Hawk Woods Lodge Park Custodian and Caretaker		Department: Recreation	
Reports to: Recreation Director		FLSA Status: Exempt	
Location: Hawk Woods Nature Center	Division: Community Center	Pay Grade: N/A	
Revised: 06/2020	Last Reviewed: 06/2020	Union: N/A	Status: Part-Time

GENERAL PURPOSE

Supervises the use of the Hawk Woods Lodge and provides the highest level of customer service to guests who are renting the Lodge for activities and events. Includes set up and clean up for rental events and activities including custodial care and maintenance of the facility.

SUPERVISION RECEIVED

Works under the close supervision of the Recreation Director.

SUPERVISION

Works with Community Center and Recreation staff, DPW, IT staff, special interest instructors, seasonal employees and volunteers, as required and/or assigned in supervising Hawk Woods Lodge rentals, events, and activities. Must be capable of assisting with solving problems and upholding the rules and policies of Lodge use.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Others duties may be assigned.

Promotes and maintains positive community relations while efficiently and professionally responding to questions, inquiries, and complaints from Lodge users.

Manages, coordinates, and maintains the Hawk Woods Lodge operations including programming, rentals, staffing, and maintenance of the facility.

Assists in the implementation of activities, classes and programs at Hawk Woods Lodge on evenings and weekends.

Opens and closes Hawk Woods Lodge and its facilities as needed.

Assists with set up and takes down tables and chairs for classes and programs.

Performs custodial services including sweeping, dusting, and cleaning of all Lodge areas; bathrooms and other areas with supplies; loads and unloads dishwasher when necessary; performs other custodial or maintenance work as required/needed.

Performs administrative office duties including reception, RecTrac scheduling assistance, sets up and/or operates equipment for classes or programs.

Cautions violators of facility rules and regulations and contacts authorities if needed.

Assists in the supervision of classes, workshops and activities for persons engaged in programs.

Responds to public inquiries about programs made in-person or by telephone during work hours.

Promotes interest and provides information regarding programs to the general public.

Sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes, and buffs floors, carpets, and furniture, etc.

Dumps ash cans and garbage and relines cans with liners.

Cleans and sanitizes restrooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.

Washes windows, walls, metal and woodwork.

Picks up litter from around buildings and grounds, sweeps sidewalks.

Performs minor semi-skilled interior building maintenance and repairs such as painting, floor covering, minor carpentry, mechanical, and other unskilled and semi-skilled trades work.

Inspects and maintains assigned custodial equipment and small tools for proper operating condition.

Changes light bulbs as needed.

Opens and closes, locks and unlocks facilities as needed.

Maintains records, prepares reports of activities.

Maintains current skills and knowledge in the proper and safe techniques of building maintenance.

SAFETY:

All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Employees must:

- Comply with established safe work rules and the special instructions of the supervisor
- Report all accidents and injuries immediately and cooperate in all accident and injury investigations, supplying supervisors with full and complete information
- Submit recommendations for safety and efficiency, as well as report defective equipment and unsafe conditions
- Know their exact duties in case of fire or catastrophe

- Use safety equipment provided for personal use in performing daily work assignments
- Only operate equipment trained and authorized to operate
- Provide public protection from unsafe conditions and hazards resulting from municipal work operations
- Participate in special safety activities, as designated, such as Safety Committees, Job Safety Analysis, special training, etc

PERIPHERAL DUTIES

Ability to communicate effectively with the general public

Moves and sets up furniture, pictures, etc. as needed and assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from a high school or GED equivalent
- B. One year related experience including building supervision; or
- C. An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A. Considerable knowledge of event philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;
- B. Skill in operation of listed tools and equipment; Certification in First Aid and CPR.
- C. Ability to coordinate varied activities involved in an event; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing.
- D. Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions;
- E. Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand and follow written and oral instructions; Ability to establish effective working relationships.

SPECIAL REQUIREMENTS

First Aid and CPR certification.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio.

Floor buffers, steam clears, carpet cleaners, washers, vacuum, mops, broom, dusting equipment, ladders.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the facility, or moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview, conditional offer of employment; background check, physical and drug screening; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Approval: _____
Employee