



NORTH TAHOE PUBLIC UTILITY DISTRICT SEASONAL JOB DESCRIPTION

CUSTODIAN

JOB SUMMARY

Under the supervision of the Park Superintendent, the Custodian will clean, maintain, and sanitize North Tahoe Public Utility District facilities.

ESSENTIAL DUTIES

Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions of the job.

- Perform general cleaning and sanitizing tasks and services throughout assigned facility.
- Clean restrooms according to specified health and safety standards; scrub sinks, toilets, floors and walls; clean mirrors.
- Clean windows, windowsills and blinds.
- Clean kitchen and multi-purpose room areas according to specified health and safety standards.
- Wipe and dust surfaces as needed throughout facility.
- Vacuum office, hallway, stairs, and common area floors, and rugs.
- Clean tile, kitchen, and restroom floors.
- Pick up and empty all trash containers to dumpster.
- Replenish bathroom supplies as needed such as toilet tissue, paper toweling and soap.
- Use cleaning cart to transport cleaning supplies.
- Notify maintenance if you notice something is not working properly.
- Maintain cleaning supply inventory.
- Perform other related duties as related.

EMPLOYMENT STANDARDS:

1. Knowledge of:

- The methods, materials, and equipment necessary used for cleaning facilities.
- Safe working practices and procedures for assigned duties.
- Sufficient ability to communicate in English to complete work efficiently, effectively, and courteously.

2. Ability to:

- Be detail-oriented and thorough.
- Follow instruction.
- Follow work schedule of approximately two (2) hours per day, six (6) days per week and work outside general operating hours Monday through Friday, 8:00 a.m. to 5:00 p.m.

MINIMUM QUALIFICATIONS

Education and Experience:

Education sufficient to speak English as needed for the job. Experience cleaning building facilities.

TOOLS AND EQUIPMENT USED

Cleaning Cart to hold supplies, vacuum cleaner, mop, spray bottles.

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 in compliance with Americans with Disabilities Act (ADA) requirements. Reasonable accommodations, on a case-by-case basis, 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 push objects of varying shapes and sizes, bend, twist, frequently lift, carry, drag, climb stairs – two-story building with elevator, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must regularly lift and/or move 5-15 lbs. and occasionally up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to dust, noise, pollens, and fumes, and biological wastes.

LICENSE

Possession of a valid California or Nevada Driver's License with driving record satisfactory to the District and the District's insurance carrier preferred.