

## **Custodian World Golf Foundation**

Under the direction of the Facility Manager, the Custodian performs routine custodial duties and minor repairs for the World Golf Foundation ("WGF"). The Custodian assists in sanitation control and reports needs for repairs to the management team. The Custodian will assure that the WGF facilities are clean and remain in good repair always in accordance with the approved facilities plan. All areas included are administration offices and staff lounge, all exhibit areas, restrooms, IMAX Theater and lobby, observation tower, elevators, Shell conference room, spiral staircases, loading dock and Museum Café.

**Hours: Sunday (2:00 - 10:00 PM)**

**Tuesday, Wednesday, Thursday (6:00 PM - 1:00 AM)**

### **Daily Custodial Services**

- Clean the IMAX Theater area between each performance. Vacuum and spot-clean carpeted areas at the end of the day's schedule.
- Empty all interior and exterior trash cans as needed.
- Maintain a clean entrance way by cleaning the doors and glass surfaces.
- Respond to and clean all emergency spills on flooring and carpeting.
- Remove debris from the "breezeway" and the Walk of Champions.
- Machine vacuum all the carpeted areas. Spot-clean carpet as needed.
- Dust-mop and damp-mop all hard surface flooring.
- Dust all horizontal surfaces with treated cloths such as desks, tables, chairs, files, business machines, window ledges, counter tops and shelving fronts.
- Clean all drink fountains and coolers.
- Clean all elevator doors, doorknobs, kick plates and thresholds on all entryways.
- Wipe clean all breezeway benches, flag pole signs and light fixtures.
- Remove all boxes, oil buckets, etc. associated with the concessions operation in the IMAX lobby to maintain a clean appearance for the guest experience.

### **Restroom Requirements**

- Clean and disinfect all commodes, urinals, sinks, faucets and shower stalls.
- Polish all mirrors, frames and stainless steel trash bins.
- Wet mop and disinfect floors.
- Dust ledges and partitions.
- Replenish all containers with tissue, towels, hand soap and feminine products.
- Damp wipe walls, doors, frame sills and counter tops.
- Collect and dispose of all waste material.

### **Weekly Requirements**

- Vacuum all fabric chairs.
- Spot clean carpet as needed.
- Damp wipe and clean all solid furniture (non-fabric).
- Spray buff all VCT flooring and terrazzo as needed.
- Follow up on maintenance repair orders and prioritize repairs with the supervisor.
- Visually inspect all WGF areas on a regularly scheduled basis.
- Perform special projects as assigned by the Director of Operations and all related custodial work as required.

**Physical Requirements:**

Must be able to travel by ground; use and climb a ladder, use appropriate tools and operate maintenance equipment; have visual and hearing acuity; have walking, speaking, writing, analytical reasoning skills; ability to lift up to fifty (50) pounds and high energy to perform and complete tasks. Must be physically able to lift, bend, stoop, climb and reach. 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 essential functions.

**Minimum Qualifications:**

This position requires at least two years as a custodial worker performing similar duties on a campus, resort, park, institution or site with more than one structure. The individual must have basic custodial repair knowledge and must be able to operate basic custodial machines and equipment.

**Preferred Qualifications:**

Prefer an individual who has training in maintenance repair and familiarity with developing and implementing preventive maintenance programs. Prefer an individual who has worked as a maintenance worker in a technological facility. Prefer an individual who has worked as part of a facilities team on a multi-structure site.