JOB DESCRIPTION

Title: Custodian
Department: Facilities
Reports To: Facilities Director
Pay Status: Part-time Hourly
Exemption Status: Non-Exempt

General Summary and Objective:
The Custodian is responsible for maintaining the cleanliness, sanitation, and overall appearance of The Hills Commons Community Center. This role helps create a safe, organized, and welcoming environment for staff, volunteers, and guests by ensuring all indoor and outdoor spaces are consistently clean and ready for use.

Essential Functions:
Reasonable accommodations may be made to enable individuals to perform the essential functions.

- Clean and sanitize restrooms, classrooms, offices, and common areas.
- Sweep, mop, vacuum, and dust all assigned areas.
- Empty trash receptacles throughout the facility.
- Restock supplies such as paper products and soap dispensers.
- Set up and break down rooms or spaces for events, meetings, and programs.
- Report facility issues to the Facilities Director.
- Assist with outdoor tasks such as walkway cleaning or trash pickup.
- Ensure cleaning equipment and supplies are stored properly and safely.
- Follow all safety and cleaning protocols, including proper use of chemicals.
- Other duties as assigned.

Requirements (knowledge, skills, abilities, education, etc.)

- Champion of vision, values, and culture of The Hills
- Exceptional model of personal integrity
- Dependable, detail-oriented, and able to work independently
- Ability to lift up to 50 pounds and perform physical tasks such as bending, standing, and walking for long periods of time.
- Commitment to maintaining a clean and welcoming environment that reflects the values of the Hills

Position Type/Expected Hours of Work
This is a part-time position averaging approximately 15 hours per week. Typical hours are Saturday from 12:00 PM to 8:00 PM and Sunday from 1:00 PM to 8:00 PM. Hours may vary based on organizational needs, but the majority of shifts will take place on weekends. Weekends are the busiest time for the community center due to birthday parties and events, and this role will regularly assist with setting up and tearing down for those activities.

Travel
This position requires infrequent travel.

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.