



## **BOYS & GIRLS CLUBS OF CENTRAL GEORGIA**

### **Custodian/Light Maintenance**

**TITLE:** Custodian/Light Maintenance Staff (Part-time)

**LOCATION:** Macon, GA – 3 positions available: (1) at Carl D. Thomas Club, (1) at Murphy Felton Tindall Club, (1) at King-Danforth Club

**PAY RATE:** \$20.00 per hour

**GENERAL SCHEDULE:** Monday - Friday 5:00PM – 7:30PM (some weekends and/or adjusted hours may be required for special maintenance and cleaning projects)

**REPORTS TO:** Clubhouse Director and/or Program Coordinator

#### **GENERAL FUNCTION:**

Under the direct supervision of the Clubhouse Director and/or Director of Club Operations, the Custodian/Light Maintenance staff is responsible for cleaning the Club and doing light maintenance daily in proper working order with minimum disruption to the flow of staff and Club members while always demonstrating professionalism.

#### **RESPONSIBILITIES/DUTIES:**

All building-related repairs and/or maintenance, including but not limited to:

- Maintain the cleanliness of the building, performing such daily work as sweeping, mopping, dusting, sanitizing, waxing, cleaning windows, cleaning counters, emptying trash and other assignments as needed.
- Maintain the cleanliness and safety of the outside grounds by sweeping, removing litter and from the walks and grounds, mowing of lawn and other assignments as needed.
- Assist with major repairs; make minor repairs as needed, such as replacing light bulbs, starters, and fuses.
- Assist other staff members in the proper cleanliness, safety and maintenance of their program areas while making sure that staff has access to necessary cleaning supplies.
- Receive and check deliveries made to the building as needed.
- Report any major damage, breakdowns of equipment or safety concerns to the Clubhouse Director and/or Director of Club Operations immediately.
- Maintain daily work schedule as agreed upon by the Clubhouse Director and/or Director of Club Operations.
- Carry out other job-related assignments as directed by the Club Director.

## **JOB SEGMENTS:**

- Keep detailed records of work orders and daily activities in a daily log.
- Document and report potential safety hazards and report to supervisor.
- Perform monthly inspections of Clubs and report building-related discrepancies to supervisor in writing.
- Order parts or materials when authorized and requested to do so by supervisor.
- Ability to carry out instructions furnished in written, oral, or diagram form.
- Comply with safety regulations and maintain clean and orderly work areas.
- Perform all other duties assigned or needed.
- Must be willing to assist in special events and adjust your schedule accordingly.

## **Relationships:**

**Internal:** Maintains close contact with the Club Director and club staff

**External:** Maintains accessibility and contact with representatives from companies making deliveries

## **Qualifications**

### **SKILLS/KNOWLEDGE REQUIRED:**

- Position requires a high school diploma/GED or completion of military service with honorable discharge; and completion of a craft apprenticeship, or an equivalent number of years of education and building maintenance experience.
- Demonstrated ability to do basic repairs and cleaning of commercial facility
- Must be highly motivated and able to work independently.

## **PHYSICAL AND MENTAL REQUIREMENTS**

High energy level, and comfortable performing projects in conjunction with day-to-day activities. Employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance, stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds, heavier weight necessary at times. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Skills essential for successful communications include good listening, speaking and writing skills. Must have ability to get along with diverse personalities; at all times displaying tact, maturity and flexibility, good reasoning abilities and sound judgment.

To apply, please contact the following Club Directors

- Carl D. Thomas Club, 6022 Bloomfield Rd, Macon, GA 31206: Mr. Harold Hatcher (478) 788-0300
- Murphy Felton Tindall Club, 841 Anthony Rd., Macon, GA 31204: Mrs. Sarah Miller (478) 330-7204
- King-Danforth Club, 1301 Shurling Dr., Macon, GA 31211: Mrs. Devorba Russell (478) 238-6427