



Job Description: Athletics Facilities Custodian

Days/Hours: M-F (with possible hours on the weekend) 35-40hrs

DEFINITION: Under the direct supervision of the Director of Facilities, general supervision of the site administrator(s) and direction of the Athletic Director, to issue and maintain equipment used in physical education classes and athletic activities; to set up equipment for athletics activities; to perform a variety of custodial duties in meeting rooms and restrooms, and do other related work as required. Will be required to assist with the parish and school custodial requirements and responsibilities.

ESSENTIAL DUTIES: Inspects athletic equipment to detect those needing repair or cleaning. Performs minor athletic equipment repair, and arranges for non-routine repair. Maintains an adequate inventory of equipment and prepares requisitions and orders to replace worn or damaged beyond repair supplies and equipment. Sweeps and mops gymnasiums and meeting room floors. Dusts, cleans mirrors and basins, toilets, urinals, and empties and cleans waste receptacles. Sets up gymnasium equipment for physical education and athletic activities. Performs a variety of supervision functions to ensure against potential safety hazards.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Methods and procedures utilized in the care and maintenance of physical education and athletic activity equipment. Custodial and gymnasium maintenance methods and procedures. Safe working methods and procedures. Basic computer skills, such as accessing the internet and e-mails.

Ability to: Perform routine clerical tasks and maintain simple records. Perform a variety of custodial and equipment maintenance functions. Understand and carry out oral and written directions. Establish and maintain cooperative working relationships.

MINIMUM QUALIFICATIONS:

Experience: One year of experience in the care and maintenance of physical education and athletic equipment preferred.

Education: Must possess a valid First Aid and CPR Certificate.

Personal Qualities:

- Independent worker and good team member
- Maturity and good judgment
- Neat and clean appearance

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- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high moral standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment: Indoor and outdoor work environment.

Physical Requirements: Ability to frequently stand, sit, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist. Ability to repetitively twist, tolerate pressure involving wrists/hands, repetitively use hand, arm, and shoulder. Dexterity of hands and fingers to operate a variety of tools and equipment. Ability to frequently lift and move up to 30 pounds, and occasionally lift more than 100 pounds with assistance. Ability to understand, and follow oral and written directions. Ability to work independently with little direction. Ability to concentrate to meet numerous deadlines. Ability to establish and maintain effective working relationships with others. Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.

Hazards: Exposure to cleaning agents and chemicals. Working on ladders. Potential exposure to blood-borne pathogens and bodily fluids.