

<b>TITLE</b>	SCA – Maintenance Custodian Day
<b>FACILITY</b>	Sidney Colen and Associates, LLC
<b>JOB CODE</b>	
<b>DEPT. NUMBER</b>	140031
<b>DEPT. NAME</b>	SCA Health and Recreation
<b>LOCATION</b>	Clearwater – SCA
<b>EFFECTIVE DATE</b>	4/11/2018
<b>STATUS</b>	<input checked="" type="checkbox"/> Non-exempt <input type="checkbox"/> Exempt

### Job Summary/Overview

The Maintenance team member is responsible for the upkeep of the SCA facilities, play courts (tennis, lawn bowl and shuffleboard), swimming pool decks and Recreation Center exteriors in a safe and efficient manner. This is a highly visible position requiring the utmost awareness of how actions and communications are perceived. Must be able to communicate in a courteous and professional fashion.

The work schedule for this position is Wednesday, Thursday, Friday, Saturday and Sunday from 6:30 AM to 3:00 PM and off on Monday and Tuesday. Subject to change. Position requires ability to work independently and within a team environment. Willingness to assist team members when requested.

### Essential Duties and responsibilities

The following statements describe the principal functions of this position and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may be expected to perform other duties as assigned, including working in other areas to cover absences or balance the workload. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position requires awareness of gender sensitivity. Male personnel will not work alone in the Women's facilities and female personnel will not work alone in the Men's facilities while centers are open to the public; periodic spot checks and genuine emergencies are the only approved exceptions.

As the sole staff member on duty, your primary function is to monitor both Activity Centers for safety and compliance issues. Maintain cleanliness and perform spot checks as time allows while on continuous patrols.

The following tasks are to be performed daily at both Recreation Centers:

- Use the gas powered blower to clear debris from all of the play courts, swimming pool decks and exteriors of the Activity Centers
- Vacuum, clean and dust all areas of each Recreation Center as needed.
- Ensure residents have proper ID to use facilities
- Visually inspect all flags and banners.
- Monitor the Recreation and Fitness centers for cleanliness, safety and compliance.
- Set up and take down of tables and chairs
- Provide maintenance and minor repairs
- Team up with co- workers to clean locker rooms, activity rooms, and restrooms.
- Report all maintenance and safety issues to the appropriate person immediately
- Team up with co- workers to clean the East Side Fitness Center when necessary
- Other tasks as assigned

Report all maintenance and safety issues to Facilities Foreman or Manager as soon as possible.

The following tasks are to be performed on specific days:

- Team up with Co- workers if applicable to clean the East Side Fitness Center on Mondays and Thursdays
- Take the Rec 2 trash cans to the curb on Saturday mornings
- Other tasks as assigned

**Supervisory Responsibilities:** No

**Technical Responsibilities:**

### **Qualifications (Education, Experience, Technical Skills)**

- High School diploma, GED, or a combination of education and work experience
- Experienced with gas powered hand held equipment, etc.
- Ability to adapt to changes in work flow and processes.
- Applicable experience in a residential retirement community, facility housekeeping and maintenance preferred.
- CPO certificate or willingness to obtain

### **Working conditions**

- Must be able to manage multiple priorities
- Must be able to work with little or no supervision
- May be required to work a flexible schedule
- Must wear protective clothing when required
- Use of power tools occasionally required
- Work could be inside or outside
- Work includes lifting, bending, stretching, twisting as needed to perform essential functions of position
- Must be able to work with little or no supervision

### **Physical requirements**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed indoors and outdoors. While performing the duties of this job, the individual will be required to reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, and differentiate smells; will regularly be required to sit, stand and walk. Vision requirements are close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus. Tasks may be performed while exposed to extreme heat and humidity.

Must be flexible, schedules may be rearranged to meet deadlines, attend meetings and community activities or to cover open shifts. Position requires ability to work independently and within a team environment. Willingness to assist team members when requested.

The typical noise level is quiet to very loud.

### Organizational Relationships

**Reports to:** This position reports directly to the SCA Facility Manager. This position maintains a close working relationship with other SCA team members and Parkway Maintenance employees.

**Direct Reports:**

### Certifications or Licenses

- Current valid Florida driver's license with acceptable driving history is required
- CPO certificate or willingness to obtain

<b>Approved by:</b>	
<b>Date Approved:</b>	
<b>Date of Exempt/Non-Exempt Status Form:</b>	
<b>Reviewed by HR:</b>	
<b>Employee Acknowledgement</b>	<p>This is to certify that on this date _____, I have received, read, understand and will comply with the above Job Description. If there is a procedure/provision in the Job Description that I do not understand I will seek clarification from the Department Manager or Human Resources.</p> <p><b>Employee Name (Please Print)</b></p> <p>_____</p> <p><b>Employee Signature</b></p> <p>_____</p>