
Employee Name (Please Print)

Date

PINE MOUNTAIN CLUB
Job Description

Job Title: Clubhouse Maintenance/Custodial
Department: Clubhouse Maintenance
Reports to: Clubhouse Maintenance Manager
FLSA Status: Non-Exempt
Approved by: General Manager
Approved date: 2017-01

SUMMARY

The clubhouse custodian is responsible for cleaning and maintaining the Clubhouse per schedule and special set-ups as needed.

WORK HOURS

Position may be seasonal, temporary, part time, on call and/or full time depending on the status change form. Weekends and holidays may be required. Employee may be required to work overtime hours as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Follow daily schedule and plan as published
- Inform management of problems or items that need attention
- Set up and/or break down equipment related to events, including but not limited to tables, chairs, trash receptacles, public address system
- Vacuuming, cleaning, cleaning tables, indoor and outdoor sweeping, keeping clubhouse walkways clean of snow or leaves and removing debris.
- Shovel snow and cinders, buckets can be 50 pounds or more.
- Move firewood from yard into Lounge Firewood area, and stack on pallets in Pool area.
- Create and maintain a healthy, safe environment for anyone associated with PMCPOA areas and events.
- Report any hazards or potential hazards to one's immediate supervisor without fear of negative retribution.
- Maintain a satisfactory attendance record established by supervisor
- Responsible for complying with safe and healthful work practices
- Attend all safety meetings as required
- Perform other tasks as prescribed by Management

SUPERVISORY RESPONSIBILITIES

Must be able to lead and train new Clubhouse maintenance employees.

Ability to work with co-workers to arrange duties in a timely and proficient manner. Working closely with one another, communicate and support each other so all responsibilities are met.

Employee initials _____

Manager initials _____

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school education; or GED, or up to one month related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and with measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out simple one or two step instructions. Ability to deal with standardized situations and be flexible with occasional changes in duties.

CERTIFICATES, LICENSES, REGISTRATIONS

Must maintain a current California Driver's License and good driving record.

PHYSICAL DEMANDS

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 the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must lift and/or move at least 50 pounds, continuously during their daily shift. Heavy labor is required for this position. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to risk of electrical shock. The employee is occasionally exposed to moving mechanical parts; high precarious places; outside weather conditions; extreme cold; and extreme heat. The noise level in the work environment is usually moderate.

Employee initials _____

Manager initials _____

TOOLS AND EQUIPMENT USED

Basic hand and electric tools, brooms, mops, vacuum cleaner, cleaning solutions, snow shovel, leaf/snow blower.

EQUAL OPPORTUNITY EMPLOYER

It is PMCPOA’s policy to maintain equal opportunities for all employees. PMCPOA does not unlawfully discriminate on the basis of race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices) marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensations, benefits, and social and recreational programs.

EMPLOYMENT AT WILL

California is an “at will” employment state, meaning that an employer or employee may terminate the employment relationship at any time.

Teamwork and the ability to get along with co-workers is considered an essential function of the job and that angry, rude, disrespectful, insubordinate and uncooperative behavior can result in discipline, including termination.

By signing below, I acknowledge receipt of my job description. I have had the opportunity to ask questions, and I understand what is expected of me in this position.

Employee Signature

Date

Department Manager Signature

Date

Employee initials _____

Manager initials _____