



CLASS SPECIFICATION

Class Title: Custodian-Golf
Department: Golf Courses
FLSA: Non-Exempt

Class Code: 1015
Grade: 4
Eff. Date: 04/10/2000

GENERAL PURPOSE

Under close supervision from a department supervisor, performs routine cleaning work in the golf course clubhouse.

EXAMPLE OF DUTIES

Sweeps, vacuums, mops, waxes and buffs floors; dusts, empties trash cans and ash urns, cleans windows and rest rooms; maintains building entrances. Clears debris from sidewalks and parking lots.

Performs minor maintenance and repairs as requested or assigned; replaces lamps and light bulbs.

Operates custodial power tools and cleaning equipment.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

This is an entry level position. Cleaning experience in a business environment is preferred but not required.

2. Special Qualifications:

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

General knowledge of cleaning methods and custodial supplies, tools, and equipment.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: understand and follow instructions related to cleaning solutions; properly use cleaning solutions/chemicals, custodial tools and equipment; carry, set-up, ascend/descend ladders; follow written and oral instructions; communicate effectively (both orally and in writing); establish and maintain effective working relationships with supervisors, other employees and the general public.



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WORKING CONDITIONS

Work with cleaning solutions/chemicals. Carry, set-up, ascend and descend ladders; lift and carry cleaning tools and supplies.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

Approval Information

Date: 04/13/2020

Department Approval: Dustin Volk

HR Generalist Approval: Mindy Adams

Classification Approval: Jana Bake