

theClubhou.se
540 Telfair Street
Augusta, GA 30901



Custodian/Groundskeeper

Under the supervision of the Building and Education Supervisor, performs assigned custodial, grounds and minor maintenance duties for theClubhou.se and other related duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

Custodian:

- Cleans restrooms, kitchen, classrooms, and common areas.
- Stocks toilet and cleaning supplies.
- Vacuums, sweeps, and mops floors.
- Dusts and polishes furniture and wood work.
- Empties and cleans waste receptacles.
- Washes windows and walls.
- Polishes metal work; and takes care of equipment and materials.
- Set up and prepare rooms for special events and needs.
- Reports needed repair work to proper authorities.
- Performs minor repairs to building fixtures and equipment.
- Operates and checks low pressure boiler, lights, gas heaters, and other related items.
- Pick up paper and other debris from grounds and buildings.
- May be required to perform miscellaneous maintenance work such as touch up painting.
- Assure security of buildings and grounds during assigned times.
- Moves and/or re-arranges furniture, chairs, desks, tables, etc.
- Maintain Work Logs
- Perform other duties as assigned.

Groundskeeper:

- Performs general grounds maintenance work including mowing & edging lawns, trimming, etc..
- Blows and sweeps sidewalks, parking lots, and other assigned areas.
- Operates and maintains mowers, sweepers, and other equipment used in the care of grounds.
- Inspect mower for safe and proper operation.
- Monitor for necessary grounds maintenance work to assure safety, resolve problems or notify others as appropriate.
- Maintain routine records of work orders, equipment repair and maintenance, and chemical applications.
- Perform maintenance work such as touch up painting.
- Repair sprinkler and irrigation pipes.
- Respond to emergency calls outside of normal work hours.
- Maintain Work Logs
- Perform other duties as assigned