

## **PART TIME CUSTODIAN WANTED**

Waterville Estates Village District is a governmental entity, governed by NH State Statutes, which is funded by property taxes and water rates. The District is governed by a Board of three Commissioners, who are elected at the Annual Meeting of registered voters. The District owns and is responsible for maintenance of the Community Center, Ski Lodge and ski area, water system, and many of the roads within its boundary. It also provides administrative support to Waterville Estates Association and its recreation programs.

### **Job Summary**

Custodians are responsible for the cleanliness of both the community center and ski lodge, assist maintenance with the upkeep of the pools and hot tubs in compliance with NH State Regulations, assist with upkeep of walkways in the winter months and security of the building. We are open 7 days a week, so nights and weekends are required.

### **PAY RATE**

\$16 - \$18 depending on experience

### **CUSTODIAN DUTIES & RESPONSIBILITIES**

- Assist with testing pool chemicals
- Change CO2 tanks when needed
- Work in conjunction with Maintenance on maintaining walkways in the winter months
- Enforce community center security protocols, uphold the highest standards of cleanliness, safety, and conduct.
- Coverage of general daily cleaning of offices, common areas, bathrooms, pool areas, athletic facilities and other areas as assigned.
- Must be able to immediately implement changes made within regular routine by one's superiors, whether a task/duty/policy is removed or added during one's time of employment
- Vacuuming, sweeping, mopping, dusting, polishing, washing walls and woodwork, cleaning glass in windows and doors, keeping lights and windowsills free of bugs and flies, and sweeping outside entrances and steps and other cleaning duties as assigned.
- Regularly inspect emergency lighting, exit signage
- Other duties as assigned
- Must be able to understand and utilize training and work practices. Follow all applicable safety procedures such as chemical storage and use, and equipment handling and operation including the use of a proper routine for repetitive job motion.
- Able to read, write and have basic computer skills
- Able to establish and maintain effective working relationships
- Able to adapt to changes in routine for sick/vacation coverage.
- Able to follow instruction and take initiative
- Be a respectful team player with a positive attitude
- Flexibility to work overtime / weekends for events or emergencies as needed
- Following proper procedure in cleanup of hazardous waste/materials including blood, vomit, etc; contacting one's department supervisor as soon as possible to ensure proper clean up strategy.
- Other duties as assigned

- Ability to complete tasks with limited supervision
- Be mindful of time management
- Obtain/ maintain certificate for pool operations license
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## **Requirements**

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