



HAINES BOROUGH
POSITION DESCRIPTION
Pool Custodian

SUMMARY:

The Pool Custodian position is primarily responsible for the cleanliness and minor maintenance of assigned areas at the Haines Borough Swimming Pool and works under the direction of the Pool Manager. This is a permanent, part-time (less than 15 hours per week) non-benefited position. This job description reflects the administration's assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned.

DUTIES:

1. Clean assigned areas including:
 - o Vacuum floors and ramp daily
 - o Empty trash daily or as needed
 - o Clean windows and doors inside and out including pool area windows
 - o Quickly eliminate all graffiti or vandalism and report it to the Pool Manager
 - o Maintain Supply, Equipment, and Guard rooms in a clean and orderly fashion
 - o Keep equipment clean and in good repair
 - o Clean and sanitize both drinking fountains (one in pool area, one in lobby)
 - o Keep walkways, steps, and entrances free of ice and snow, as directed
 - o Report damage to building or equipment to the Pool Manager in a timely manner
 - o Check to ensure windows and doors are secure before leaving for the day
 - o Shampoo carpets if necessary
 - o Wipe down shoe rack
 - o Other tasks as assigned

BATHROOMS

- o Toilets/urinals and sinks cleaned with a sanitizing agent (inside and out)
 - o All mirrors wiped clean
 - o All chrome fixtures wiped clean (hair dryers, shelves, toilet paper dispensers, hand towel dispensers, and toilet pipes)
 - o Keep soap, toilet paper, and hand towel dispensers filled
 - o Clean and sanitize all showers (using shower foam)
 - o Sanitize locker room floors and rinse well. Sweep water into drains
 - o Dispose of any hair caught in drain traps
2. Perform the required tasks according to the attached schedule of responsibilities.
 3. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

1. Ability to display initiative and work independently.
2. Able to complete required tasks in a timely and efficient manner.
3. Able to show pride in quality of work.

EMPLOYMENT STANDARDS:

1. High school graduation or equivalent.
2. Must be physically capable of climbing, reaching, kneeling, and bending. Physically capable of lifting 55 pounds.
3. Knowledge of cleaning, disinfectants, hazardous materials, and minor maintenance is preferred.

Haines Borough
Pool Custodian
Schedule of Responsibilities

Nightly

1. Vacuum all carpeted area.
2. Empty all trash containers and put trash in outside container.
3. Wash mirrors, sinks, toilets, shelf and hair dryers in locker rooms.
4. Wipe down bathroom doors and stall walls with disinfectant.
5. Check and/or fill dispensers, including toilet paper, paper towels, and soap.
6. Hose down entire showers with Disinfectant QT.
7. Mop or spray entire locker room floor with Disinfectant QT (if spray, then rinse thoroughly); squeegee water/hair into drains; clean garbage off drain traps and throwaway.
8. Clean shoe rack.
9. Shine all windows/glass/stainless steel.
10. Inspect the facility daily and report unsafe conditions and maintenance needs to supervisor.

Twice Weekly

1. Using a brush, scrub all shower walls, floors, and blue mats.

Once Weekly

1. Mop out Guard room, Guard locker room, and handicap shower.

Miscellaneous, as needed (unless specified)

1. Spot clean carpet.
2. Wipe entry rails with disinfectant.
3. Shine doors with Windex.
4. Dust wood trim.
5. Clean walls/trim.
6. Disinfect garbage cans.
7. Clean out hair dryers (every 3-4 weeks).
8. Clean top of shoe rack, soda machine, and lockers.
9. Disinfect front of lockers (every 1-2 weeks).

Job Rotation

- Monday – Scrub walls, floors, mats in Women's shower.
Tuesday – Clean lockers in & out.
Wednesday – Clean lobby & entrance.
Thursday – Scrub handicap/guard shower & mop guard rooms.
Friday – Scrub walls, floors, mats in Men's shower.
Saturday – Spot clean carpet.