

## POSITION DESCRIPTION

**JOB TITLE:** Custodian  
**DEPARTMENT:** HOA POOL  
**Classification:** Part Time **Salary Grade:**

**Position Reports To:** Greystone Creek HOA Board  
**Direct Reports:** Pool Committee

## JOB DESCRIPTION

A. Role:

The Custodian is responsible for cleaning the pool bathrooms weekly on Thursday or Friday.

B. Responsibilities:

1. Sweep spider webs, insects, floors.
2. Stock paper towels and toilet paper
3. Empty waste baskets to main trash can and replace liners.
4. Clean water fountain.
5. Clean sinks
6. Clean toilets
7. Scrub floor with appropriate cleaner
8. Sweep and keep orderly the supply room.
9. Consolidate main trashcans, replace liners, and haul trash offsite.
10. Requisition cleaning supplies and paper products as necessary from [pool@greystonecreekhoa.com](mailto:pool@greystonecreekhoa.com)
11. Report any damage or problems to [pool@greystonecreekhoa.com](mailto:pool@greystonecreekhoa.com) ASAP.
12. Send an invoice for work to [treasurer@greystonecreekhoa.com](mailto:treasurer@greystonecreekhoa.com) on a monthly basis.

C. Authority:

1. To open supply room, clean bathrooms, and report problems.

D. Performance Evaluation Metrics

1. Quality of work
2. Able to work unassisted
3. Regular and Dependable

## JOB REQUIREMENTS

A. Education and Training:

B. Experience:

Knowledge of the use of Personal Protective Equipment (PPE)

C. Working Conditions/Environment:

Employee will be exposed to varying temperatures.

Employee will be exposed to household chemicals.

Removal of trash.

Lifting is involved.

## APPROVAL:

HOA Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_