



TURTLE BAY
EXPLORATION PARK™
Human. Nature.

POSITION ANNOUNCEMENT

PART-TIME CUSTODIAN

Turtle Bay Exploration Park is seeking a Part-Time Custodian to join our team. Turtle Bay Exploration Park is located in beautiful Northern California. Our 300-acre campus includes a Forest Camp, Visitor Center, Museum, Aquarium, a 20-acre Botanical Garden, and a 220-acre Natural Oak Savannah/Arboretum. It intertwines with the Sacramento River and an extensive multi-use trail system via the world-famous Sundial Bridge.

I. POSITION SUMMARY

Under the supervision of the Facilities Services Manager, the Custodian is primarily responsible for providing commercial custodial expertise pertaining to cleaning and maintaining all buildings and facilities with respect to Turtle Bay's 300 acre campus.

II. ESSENTIAL JOB FUNCTIONS

Perform housekeeping/custodial tasks necessary to maintain the facilities in optimum condition consistent with the associated *Task Assignment Sheet/Schedule*.

- Demonstrate knowledge and understanding of all Turtle Bay's building's locations and required cleaning tasks, routinely evaluate the cleanliness of buildings/facilities and adjusts to changing conditions.
- Accomplish daily and/or intermittently scheduled housekeeping/custodial services at all park buildings including kitchens and restrooms.
- Duties to include vacuuming, dusting, mopping, emptying trash cans, window cleaning, internal and external spider web removal, etc.
- Plans, schedules and implements "project-related cleaning" as conditions permit.
- Perform all work duties in compliance with established safety procedures. Maintain a continuous awareness and knowledge of safe work practices including, hand/power tools, warning signage, protective equipment/clothing and methods, and gains proficiency regarding Material Safety Data Sheets (MSDS).
- Establishes and maintains an inventory of commonly used supplies, materials and equipment to ensure availability.
- Orders and stocks (following Turtle Bay procedures) custodial tools, supplies and materials necessary to perform assigned tasks.
- Provide set-up/takedown assistance for programs, events, meetings, building rentals and other functions as assigned.
- Assist departmental staff (facilities Services, Guest Services, Animal Care, Exhibits, Education and Garden/Grounds) with housekeeping/custodial duties as assigned.
- Other duties as assigned.

III. EDUCATION AND EXPERIENCE

- Minimum one year experience as a commercial housekeeper/custodian in an office building, hotel or similar facility. Possess a broad knowledge and experience of using cleaning chemicals, cleaning equipment and safe work practices.

IV. KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated housekeeping/custodial skills necessary to maintain structures, restrooms, kitchens, floors, walls, etc; and use of common custodial tools including powered floor buffer.
- Good verbal and written communication skills to positively and proactively interact with staff, volunteers, contractor personnel and visitors.
- Proficient in basic computer skills and the use of Microsoft Office.
- Self-directed and able to work independently or with minimal supervision.
- Competent decision making and problem solving skills required.
- Must be a team player and support organizational goals and objectives.
- Employment contingent on passing a pre-employment physical and drug screening.
- Possess a valid California driver's license or be able to acquire within ten (10) days. Provide a clean DMV report.

○ WORKING CONDITIONS

- With a varying frequency of 3 to 8+ hours, position will require balancing; bending; climbing; operating controls buttons, knobs, pedals, levers, and cranks; fine finger manipulation; kneeling; carrying or lifting (between 25-50 lbs.); power grasping; pulling; pushing; simple grasping; sitting; squatting; standing; twisting; and walking.
- Housekeeper/Custodian will be working with or around job related chemicals and at times need to work from heights of approximately twenty feet on a ladder or raised platform.

NOTE: These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties and skills required of this job.

v. ENVIRONMENT AND PHYSICAL REQUIREMENTS

1. How much on-the-job time is spent in the following physical activities?

| | Never 0% | Occasionally 1-32% | Frequently 33-65% | Constantly 66-100% |
|-------------------------------|----------|--------------------|-------------------|--------------------|
| Standing | | | | X |
| Walking | | | | X |
| Sitting | | X | | |
| Talking, Hearing | | | | X |
| Feeling, Fingering, Grasping | | | | X |
| Climbing, Balancing | | X | | |
| Crouching, Crawling, Kneeling | | | | X |
| Reaching with Hands and Arms | | | | X |
| Tasting, Smelling | | X | | |

2. Does this job require that weight be lifted or force be exerted?

| | Never 0% | Occasionally 1-32% | Frequently 33-65% | Constantly 66-100% |
|----------------------|----------|--------------------|-------------------|--------------------|
| Up to 10 pounds | | | | X |
| Up to 50 pounds | | | X | |
| Up to 100 pounds | | X | | |
| More than 100 pounds | | X | | |

3. Does this job have any special vision requirements?

| | Never 0% | Occasionally 1-32% | Frequently 33-65% | Constantly 66-100% |
|--|----------|--------------------|-------------------|--------------------|
| Looking at CRT | | X | | |
| Color Vision (identify and distinguish colors) | | | | X |
| Peripheral, Depth Perception | | | | X |
| Ability to Adjust Focus | | | | X |

4. How much exposure does this job have to the following environmental conditions?

| | Never 0% | Occasionally 1-32% | Frequently 33-65% | Constantly 66-100% |
|----------------------------|----------|--------------------|-------------------|--------------------|
| Blood, Body Fluid | | | X | |
| Toxic Chemicals | | | X | |
| Moving Parts | | | X | |
| Electrical Shock Risk | | X | | |
| Explosives | X | | | |
| Fumes | | | | |
| Extreme Cold (non-weather) | | X | | |
| Extreme Heat (non-weather) | | X | | |
| Severe Hot Weather | | X | | |
| Severe Cold Weather | | X | | |

5. How much noise is typical for this job's work environment? MODERATE TO LOUD NOISE

- Very Quiet (Example: Forest trail, isolation booth for hearing test) Quiet (Example: Library, private office)
- Moderate Noise (Example: business office with typewriters/printers, light traffic)
- Loud Noise (Example: Metal can manufacturing, large earth moving equipment)
- Very Loud Noise (Example: Jack hammer work, front row rock concert)

HOW TO APPLY FOR THE PART-TIME CUSTODIAN POSITION AT TURTLE BAY:

If you meet the minimum requirements listed above it is preferred that you email (as separate attachments) **a cover letter, resume, and three professional references to:**

E-Mail: HR@turtlebay.org

If you are unable to email – please mail or fax a cover letter, resume, and three professional references to:

Turtle Bay Exploration Park
Attn: Human Resources
1335 Arboretum Drive, Suite A
Redding, CA 96003

Fax: 530-243-8898

- **Submissions accepted thru: Friday, February 3, 2012 until 5:00pm**
- **Working Hours: Saturdays and Sundays from 8:00AM to 5:00PM**
- **16 hours per week - - possible additional hours if available**
- **Range of pay: \$10.00 an hour depending upon experience**
- **Possess a valid California driver's license and provide a copy of a clean DMV report prior to hiring**
- **Able to drive organizational vehicles as may be required**
- **Employment contingent on passing a pre-employment physical and drug screening**