



**Title:** Day Porter/Custodian I  
**Program:** The Salvation Army Ray and Joan Kroc Corps Community Center Coeur d'Alene  
**Dept. Head:** Director of Business & Operations  
**Reports to:** Building, Maintenance & Systems Manager  
**Status:** Non-exempt  
**Salary:** DOE

**The Salvation Army Mission Statement:**

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

**Position Summary:**

The Day Porter/Custodian I will provide services to maintain a clean, safe facility and grounds at all times. Responsibilities include heavy levels of customer interaction, custodial, maintenance, repair, set-ups and service to maintain the functionality of the facility.

**Duties and Responsibilities:**

- Maintain cleanliness and safety of all private and public areas to assure that the users of the facility receive safe, effective and acceptable service.
- Provide supervision, monitoring, and cleaning of the Locker Rooms and Cabanas.
- Maintain the appearance of the facilities by adhering to assigned duties to assure an attractive, safe and functional facility is presented to guests, visitors, and employees.
- Adhere to daily custodial schedule of the building internally and externally to accomplish all tasks. This includes but is not limited to dusting, sweeping, mopping, waxing floors, cleaning windows, vacuuming, emptying trash, cleaning and sanitizing restrooms, fitness equipment etc.
- Keep all custodial work areas and closets neat and clean.
- Assist in the preparation of venues for events as required.
- Assist in the execution of events as directed by a supervisor.
- Maintain an inventory of supplies and equipment and notify supervisor when purchases are needed.
- Develop skills, attend continuing education sessions and attain personal qualifications standards (having a personal understanding of the fire system, water shut down, equipment operation, etc.) to ensure the technical competency and teamwork required to provide quality service.
- Ensure the security of the facility by checking and securing all entry points to the facility as appropriate. Report inappropriate or suspicious persons or activities to your immediate supervisor. Assist in the general security of the facility.
- Perform other duties as assigned.

**General Qualifications and Proficiencies:**

- High school diploma or GED equivalency.
- Demonstrated ability to work with minimal direct supervision.
- Demonstrated ability to maintain adequate inventory levels.
- Ability to reason and problem solving skills.

- Excellent attention to detail.
- Ability to balance multiple tasks at once.
- Must be willing to work a varied shift (nights, weekends, etc.)
- Able to work with all ethnic and socio-economic populations.

**Physical Requirements:**

- Ability to kneel, squat, bend, lift, climb, and stand for prolonged periods of time.
- Ability to grasp, push and pull objects and reach overhead.
- Ability to lift and carry 75 lbs

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship would result.

**General Statements**

The above is general in nature and is not intended to be exhaustive.

**Special Comments:**

I understand that as an employee I represent The Salvation Army and agree to respect and work within its Christian tenets.

I understand that I will be covered by Workers' Compensation Insurance while on the job and agree to cooperate in properly reporting all work-related injuries or accidents to my supervisor immediately.

I further understand that The Salvation Army does not participate in unemployment compensation insurance, and I will not accrue unemployment benefits while working for The Salvation Army.

**By signing this document, I agree that I am able and willing to perform this job as described.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date