



Gainesville Regional Airport
Human Resources Department
3880 NE 39th Avenue, Suite A
Gainesville, FL 32609

JOB DESCRIPTION

POSITION: CUSTODIAL WORKER / PARKING ATTENDANT OVERNIGHT SHIFT

NATURE OF WORK

This is repetitive manual work requiring efficient performance of simple building cleaning and maintenance duties and performing cashier duties at the parking fee collection booth as needed when called upon by parking lot staff or as directed by the night shift lead custodian.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and works under close supervision. Work in this class is distinguished from higher classes by its lack of monitoring or supervisory duties.

FLSA CLASSIFICATION: Non-exempt

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

1. Sweeps and mops floors. Cleans and vacuums carpets and floors and waxes and buffs vinyl tile floors.
2. Washes windows and polishes furniture. Dusts woodwork, furniture, and other articles. Cleans restrooms and maintains supply of soap and paper goods.
3. Collects paper, rubbish, and trash and performs varied grounds tasks.
4. Makes minor repairs to buildings, building equipment, and furniture.
5. Provides baggage assistance to travelers arriving and departing from the airline passenger terminal.
6. Operates a fee computer, be responsible for cash on hand, and cash and credit card sales.
7. Reports any maintenance problems observed in the terminal or parking lot to the Airport Facilities Manager.

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

NON-ESSENTIAL JOB FUNCTIONS

1. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Ability to read, write and speak English and take direction in English.

Requires six months experience in custodial work and/or cashier or any equivalent combination of experience.

Ability to walk, stoop, bend and lift bulk custodial materials and supplies overhead and have reasonable strength to perform cleaning tasks at floor level and overhead.

Ability to walk from the airline passenger terminal to the parking fee collection booth.

Ability to safely and successfully perform essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.

Ability to maintain reasonably regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.

Compliance with all personnel policies.

Must be able to successfully pass a fingerprint-based criminal history records check, TSA Security Threat Assessment and personal background check prior to employment.

LICENSES/CERTIFICATES

Valid Florida Driver's license required.

NOTES

Consent to random drug testing and optional arbitration of employment disputes may be required.

Additional requirements may be specified depending on needs of department.

Job may require employee to work overtime, weekends and nights.

SELECTION FACTORS

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Working knowledge of building cleaning practices, supplies, and equipment.

Ability to work overtime, weekends and nights.

Skill in operating vacuum cleaners, floor washers, buffers and carpet cleaners.

Ability to work effectively with co-workers.

Demonstrate the ability to interact in a friendly, helpful and courteous manner with airport patrons, tenants and co-workers.

Ability to lift thirty (30) pounds and push or pull a baggage cart.

Demonstrate ability to communicate effectively, both orally and in writing.

Chief Executive Officer: _____ / _____
Date

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