



Colorado Chautauqua Association  
POSITION DESCRIPTION  
February 2022

**Public Facilities Custodian  
Second shift**

**Association Mission and Values**

The Colorado Chautauqua Association (CCA) is a 501(c) 3 Colorado non-profit corporation dedicated to preserving, perpetuating and improving the site and spirit of the historic Chautauqua by enhancing its community and values through cultural, educational, social and recreational experiences. The Chautauqua experience is based on lifelong learning, love of nature, voluntary simplicity, and music, oration and the arts. Historic significance, traditions, cultural relevance, respite and enrichment are among the community benefits provided by the Colorado Chautauqua.

**General Purpose/Description**

The Public Facilities Custodian is a full-time, non-exempt, benefited position. Responsibilities include general, routine custodial duties of all public buildings, minor maintenance, event set-up, and general support of hospitality team. Evening and weekend work is required in meeting position responsibilities. For emergency and inclement weather reporting this position is considered essential.

**Responsibilities**

**General Cleaning Services**

- Performs general, routine custodial duties; dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies across all public facilities, including but not limited to Community House, Academic Hall, General Store, Café, Auditorium, Cottage 200, and Concert Bathrooms on event nights.
- Empties trash receptacles, disposes trash into compactors and/or dumpsters, and bags trash for proper disposal.
- Performs routine maintenance on custodial equipment and supplies.
- Adheres to weekly cleaning schedule of all assigned public facilities.
- Maintains clean, organized, stocked and safe utility closets.
- Responsible for ensuring all doors are locked after cleaning areas according to proper procedure.
- Reports all needed repairs/maintenance for all buildings to the front desk for timely entry into the work order system.

**Hospitality**

- Required to always carry work phone or radio during shift, and respond timely to calls from front desk, housekeeping and facilities staff.

- Performs nightly amenity deliveries requested through front desk
- Minor maintenance, such as replacing light bulbs, adjusting furniture, plunging toilets, or similar activities.

### **Public and Private Events**

- Responsible for daily checks and custodial services in event venues, including detailed cleaning in-between all events.
- Clean and refresh bathrooms in event venues; refill soap containers, hand sanitizers, as needed
- May assist in set-up of tables and chairs for CCA private events

### **Additional Responsibilities**

- Attend and participate in all required meetings
- Offer suggestions for improvements in systems, working conditions and supplies
- Support safe working conditions and practices.
- Perform other duties as assigned from time to time by General Manager.

### **Reporting Relationships**

Reports to General Manager of Hospitality

Works closely with front desk, housekeeping, general store, and event teams

### **Requirements**

- Custodial and/or housekeeping experience; in a hotel setting, a plus
- Ability to communicate via phone, text and email
- Submit to a background investigation
- Possess a valid driver's license, to operate CCA vehicles

### **Desired Skills**

- Customer service focused
- Self-motivated and able to work independently, and in a team environment
- Pro-active and persistent in pursuing and completing tasks
- Comfortable working with people of diverse backgrounds, and at all organizational levels
- Positively accepts and provides feedback.

### **Physical Requirements**

Considerable physical activity. Duties require lifting and/or carrying of objects weighing up to 50 pounds.

Must be able to climb stairs, ladders as well as navigate the site which has a 200-foot elevation change

### **Additional Qualifications**

Every employee at the Colorado Chautauqua Association is expected to be a creative problem solver as well as possess a strong and positive attitude regarding hospitality and customer service, striving to provide a high-quality guest experience through every action taken.

*Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*