POSITION DESCRIPTION

Facilities Custodian

Position Title: Facilities Custodian
Employment Classification: Part-time, Non-Exempt, 26-30 hours per week
Reports to: Facilities and Fleet Manager
Department: Facilities
Salary: $19.00-$21.00 per hour, depending on experience

The Living Coast Discovery Center is a nonprofit zoo and aquarium located on the San Diego Bay National Wildlife Refuge. Founded in 1987 as the Chula Vista Nature Interpretive Center, we inspire the community to connect with and care for our coastal environment.

JOB SUMMARY

- Perform custodial duties to maintain the cleanliness, safety, and appearance of Living Coast Discovery Center (LCDC) facilities and grounds.
- Support daily operations through facility upkeep, event setup, deliveries, and custodial services.
- Perform routine building repairs, including painting, light carpentry, and basic plumbing.
- Work independently with increasing responsibility after training.
- Available to work weekdays, weekends, holidays, and occasional evenings as needed.

DUTIES AND KEY RESPONSIBILITIES

Functions may include, but are not limited to, the following:

- Sweep, mop, vacuum, strip, wax, seal, and maintain all floor surfaces.
- Clean condenser and evaporator coils on refrigerators, freezers
- Perform floor finish removal and application (preferred experience).
- Shampoo carpets and rugs.
- Dust and polish furniture, fixtures, metalwork, and woodwork.
- Clean and sanitize restrooms, kitchens, offices, classrooms, exhibits, and public areas.
- Empty trash and recycling receptacles.
- Perform Fire Extinguisher monthly checks.
- Refill restroom, kitchen, and custodial supplies.
- Wash interior and exterior windows.
- Pressure wash sidewalks, buildings, exhibits, and outdoor areas (preferred experience).
- Drive LCDC vehicles as assigned.
- Pick up pre-paid deliveries, supplies, equipment, and materials from vendors.
- Transport plastic, glass, cardboard, and aluminum recyclables to the designated recycling center.
- Maintain cleanliness and organization of storage areas, custodial closets, and maintenance spaces.
- Assist with event setup and breakdown, including tables, chairs, tents, and equipment.

- Move furniture, exhibits, and equipment as needed.
- Maintain outdoor areas by collecting litter, emptying exterior trash and recycling receptacles, and keeping pathways clean.
- Report facility, vehicle, equipment, or safety issues to the Facilities & Fleet Manager.
- Perform other related duties as assigned.

PREFERRED QUALIFICATIONS

- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.
- Previous custodial or janitorial experience.
- Experience with floor stripping, waxing, and finish application.
- Pressure washing experience.
- Basic knowledge of painting, carpentry, plumbing, electrical, and HVAC systems.
- Experience using hand and power tools.
- Ability to safely operate custodial equipment and cleaning tools.
- Ability to work independently and follow written and verbal instructions.
- Availability to work weekends, holidays, and occasional evenings.

REQUIRED QUALIFICATIONS

- Must possess and maintain a valid driver's license.
- Must be able to safely operate LCDC vehicles for supply pickups, deliveries, recycling trips, and other assigned duties.
- Must be available for early morning shifts starting between 5:00 and 6:00 a.m., including weekends and holidays as scheduled.

WORK LOCATION AND TRANSPORTATION

LCDC is located within the San Diego Bay National Wildlife Refuge and is accessed through a restricted road where pedestrian access is not permitted. Candidates must have reliable transportation arrangements that allow them to reach the worksite for scheduled early morning shifts.

KNOWLEDGE

Knowledge of:

- Custodial methods, materials, and equipment.
- Safe work practices and OSHA standards.
- Proper use of personal protective equipment.
- Waste management procedures.
- Chemical handling and labeling.
- LCDC's waste management plan.
- English language.

SKILLS & ABILITIES

- Safely operate custodial equipment and power tools.
- Learn bloodborne pathogen procedures.
- Work effectively with minimal supervision.
- Read and follow written diagrams and instructions.
- Communicate effectively in English.
- Prioritize tasks and manage time efficiently.
- Maintain a clean, safe, and organized work environment.
- Establish positive working relationships with staff, volunteers, and guests.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Stand and walk for extended periods.
- Frequently bend, stoop, kneel, crouch, climb, balance, reach, and stretch.
- Lift and carry up to 50 pounds.
- Work indoors and outdoors in varying weather conditions.
- Work on rooftops, ladders, crawl spaces, and beneath floorboards when needed.
- Regular exposure to dust, noise, water, cleaning chemicals, and other environmental conditions.

This job description is intended as a guide to the general job responsibilities and is not inclusive of every duty the employee is expected to perform.

The Living Coast Discovery Center is an Equal Opportunity Employer.

Please submit cover letter and resume in electronic format to Jesus Quezada, Facilities and Fleet Manager, jesus@thelivingcoast.org by **November 12nd, 2026.**