



Position Title: Golf Shop Cleaner
Department Name: Turtle Bay Golf
Location: Golf Shop / Offices / Golf Courses
Reports to: Director of Golf
Office & Travel Requirements: NA
FLSA classification: Non-Exempt – PT / FT
Created/updated on: March 2025

Position Summary:

The Golf Shop Cleaner is responsible for maintaining a clean and organized environment within the golf shop, administrative offices, restrooms (both in the golf shop and on the golf course), windows, and walkways. This includes performing a variety of cleaning tasks to ensure the premises remain in top condition for staff and visitors.

Key Responsibilities:

Note: Other duties may be assigned as needed.

- General Cleaning Tasks:
 - Clean and polish light fixtures and trim.
 - Maintain cleanliness of golf shop, offices, hallways, restrooms, corridors, locker rooms, and other work areas.
 - Sweep, scrub, wax, and polish floors.
 - Clean rugs, carpets, upholstered furniture, and draperies.
 - Dust furniture, equipment, and metal surfaces.
 - Wash walls, ceilings, and woodwork.
 - Clean windows, door panels, and sills.
 - Empty wastebaskets and transport trash to the disposal area.
 - Restock bathroom supplies.
 - Replace light bulbs as needed.
- Restroom Maintenance (Daily):
 - Clean and disinfect toilets, urinals, basins, fixtures, and mirrors.
 - Sweep and mop floors with a germicidal solution.
 - Empty all trash containers.
 - Wipe stall partitions and spot clean walls and doors.
 - Check and replenish all dispensers as necessary.
- Daily Floor and Surface Maintenance:
 - Sweep and/or dust mop non-carpeted floors.
 - Damp mop non-carpeted floors.
 - Vacuum carpets and spot clean entrance glass doors.
 - Dust desks, file cabinets, and furniture.
 - Damp wipe surfaces as required.
 - Mop tile floors in reception areas.
 - Clean and hose down walkways outside the Pro Shop.
- Weekly Maintenance:
 - Damp mop non-carpeted floors and dust window ledges.
 - Sweep front entrance sidewalks.



- Vacuum edges and corners that may not be covered during daily vacuuming.
 - Clean and flush floor drains in restrooms.
 - Clean and polish all restroom supply dispensers.
- Semi-Monthly Tasks:
 - Clean both the interior and exterior of windows.
- Monthly Maintenance:
 - Scrub restroom floors.
 - Wash ceramic tile walls in restrooms.

Minimum Qualifications: Applicants must minimally meet these to be considered for the role.

1. Must be at least 18 years of age

Additional Requirements:

- Previous custodial or janitorial experience is preferred but not required.
- Ability to operate cleaning equipment such as vacuums, floor buffers, and carpet cleaners.
- Knowledge of cleaning chemicals and safe handling practices.
- Strong attention to detail and ability to work independently.
- Ability to lift up to 50 pounds and perform physical labor.
- Excellent time management and organizational skills.
- Good communication skills and a positive attitude.
- Ability to maintain a professional appearance and demeanor.
- Flexibility to adjust work hours as needed (e.g., weekends, after-hours).

Supervisory Responsibilities:

The Office Custodian **does not** currently have direct reports.

Working Conditions

1. The position requires frequent bending, lifting, and moving cleaning equipment and supplies, as well as standing, reaching, and walking for extended periods.
2. May involve working with cleaning chemicals, so adherence to safety protocols is essential.
3. Occasional heavy lifting or special projects may be required.
4. Frequent exposure to wet and humid conditions, toxic chemicals, and outdoor weather conditions.
5. Occasional exposure to moving mechanical parts, high or precarious places, fumes, airborne particles, electrical risks, and vibration.

EMPLOYEE ACKNOWLEDGEMENT

I have received a copy of this job description and have had the opportunity to ask questions about and discuss the contents herein with my supervisor or another company representative. I understand that this job description is not a contract of employment, express or implied, between the Company and me, nor should any representations, verbal or otherwise, be construed as committing the Company for employing me for any definite term. I understand that my employment with the Company is at-will, which means that either the Company or me may terminate the employment relationship at any time for any lawful reason, with or without notice.



I understand the duties and responsibilities assigned to me. I understand that the responsibilities listed herein are not all inclusive and I may be asked to perform other duties as required. Furthermore, I understand that they are intended as guidelines and, as necessary, may change over time.

Employee Signature

Date

Print Name