

## Position Description: Custodian

<b>Business Group</b>	Recreation Facilities
<b>Reports To</b>	Aorangi Stadium Team Leader
<b>Direct Reports</b>	Nil
<b>Date</b>	February 2026
<b>Budget Responsibility</b>	Nil
<b>Financial Delegation</b>	Nil

## Business Group Structure



## Purpose of the Position

The Custodian supports day-to-day operations and presentation of Aorangi Stadium and associated spaces. The role ensures venues are clean, set up, safe and secure for users; carries out routine checks and minor maintenance; liaises with users; and supports health, safety and compliance practices. The position may assist at other Recreation Facilities as required.

## Key Relationships / Customers

External	Internal
Hirers and users of the Centre	The Aorangi Stadium Team Leader
Tenants and other occupiers of Aorangi Park	General Manager Recreation Facilities
Members of the public	Recreation Facilities Team Member
Contractors	Civil Defence Emergency Management Team
	All TDC Staff

## Position Responsibilities

Your duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

1. Customer liaison with identified hirers and users before, during and after their use of the Stadium; ensure needs are clearly understood and met while on site, cash handling and recording of transactions.
2. Complete cleaning and custodial tasks for hire spaces; set up, take down and change over activities during the day; prepare for following day activities.
3. Conduct routine checks and minor maintenance on building, fittings and equipment; document work undertaken and promptly escalate issues to the Aorangi Stadium Team Leader
4. Monitor and maintain venue presentation standards across all areas including courts, seating, amenities and back-of-house.
5. Ensure the venue is secure (doors, windows, alarms) and report security incidents.
6. Support scheduled and reactive maintenance by coordinating access for contractors and communicating impacts to users.
7. Complete operational administration tasks as directed (e.g., record keeping, incident/hazard reporting, inventory updates).
8. Actively contributes to health, safety and wellbeing through safe work practices, hazard identification, incident reporting and emergency readiness.
9. From time to time assist with running the Stadium in the Team Leader's absence, including inducting/supervising new staff as directed.
10. Assist with other duties as reasonably required by The Aorangi Stadium Team Leader.

11. In conjunction with the Team Leader, engage in setting goals and objectives for the role and the venue as a whole.
12. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
13. To be actively involved in Civil Defence Emergency Management when required.
14. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
15. Commitment to the principles of the Treaty of Waitangi.

### **Formal Qualifications / Training / Experience**

<b>Minimum Qualification</b>	NCEA Level 2 or equivalent.
<b>Desired Qualification</b>	Trade or vocational certificates in sport and leisure, facility operations, building maintenance or in a related field.
<b>Minimum Experience</b>	Previous custodial/cleaning experience and/or facility operations support in a multi-use public venue.
<b>Desired Experience</b>	Experience in an indoor leisure/recreation/events facility with basic building maintenance exposure.
<b>Mandatory Training</b>	First Aid and Hazard Identification (willingness to complete Elevated Work Platform and Working at Height if required).

### **Key Competencies / Skills / Knowledge**

- Practical skills for odd jobs, safe use of small tools/equipment; willingness to learn.
- Strong customer service ethic; able to build effective relationships with a diverse range of stakeholders.
- Well-developed interpersonal and communication skills (verbal, written and non-verbal).
- Good organisation and self-motivation; able to prioritise tasks and meet deadlines with minimal supervision.
- Team player who contributes to shared goals and supports colleagues.
- Working knowledge of the Health and Safety at Work Act 2015 and experience working safe operating procedures.
- Basic computer skills (email, documents, spreadsheets) and accurate record keeping.

- Physical capability to undertake lifting and carrying tasks.
- High level of honesty, integrity, confidentiality and a trustworthy manner.
- Full driver's licence.

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**General Manager Recreation Facilities**

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**Custodian**

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**Date**

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**Date**