

CUSTODIAN JOB DESCRIPTION
Full Time Non-Exempt 12 Month
Eligible for Benefits

GENERAL DESCRIPTIVE:

Under general supervision of the Lead Custodian, who is responsible for the direction of custodial services in the facility. Director of Maintenance will perform evaluations, disciplinary, additional hours and direction as necessary.

DUTIES REQUIRED FOR THIS POSITION:

Clean and sanitize restrooms/bathrooms using established practices and procedure. Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; refill restroom dispensers. Assist with the setup of facilities for meetings, classrooms, conferences, events, etc. Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets. Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc. Wash walls and equipment; painting. Use ladders when required in work assignments. Lock and unlock assigned buildings: secure building when facilities are not in use, checking for unlocked doors and windows, report any unauthorized occupants, turn off lights. Follow instructions regarding the use of chemicals and supplies. Knowledge of MSDS sheets. The ability to frequently lift over 50 pounds. Removing snow or debris from sidewalks and stairs in areas within sixteen feet of buildings using hand-operated tools or small power equipment. Attend to emergencies when necessary, and when notified by any faculty and staff member of immediate attention needed in a specific area. Safely operate all vehicles and other job related equipment. The need for weekend events required. Additional duties may be assigned to meet the needs of the department.

MINIMUM QUALIFICATIONS:

2 years of custodial experience, preferably in a school environment. Experience with floor buffers, scrubbers, extractors a plus, MSDS Sheets. Detail-orientated. Punctual and reliable attendance.

Must have a valid Driver's License and pass a thorough background and drug screening process.

PHYSICAL/MENTAL DEMANDS:

Communication skills, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, organizing. Flexible (to handle change of duties). Climbing, repetitive motion, bending, lifting (50lbs). Walking, standing, moving objects.