

CUSTODIAN

DESCRIPTION OF WORK

Under general supervision keeps assigned buildings and grounds clean and orderly.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES ARE: Sweeps, scrubs, vacuums, and dusts; polishes furniture and woodwork; keeps inventory and replenishes supplies; shampoos spots in carpet; scrubs drinking fountains; cleans blinds, ceiling vents, fans, refrigerators, ovens, microwaves, counters, cupboards; empties and cleans waste receptacles; washes windows, walls, and dishes; moves and arranges furniture; turns out lights and locks and unlocks doors and windows; cleans up grounds by picking up paper and trash; shovels snow; cleans restrooms; cleans locker rooms; cleans fitness equipment; assists personnel in moving supplies and materials; reports hazards found.

OTHER DUTIES INCLUDE: Performs other duties as assigned.

QUALIFICATIONS

Knowledge of the methods, materials, and equipment used in all areas of janitorial work.

Knowledge of simple hand tools.

Understand and follow oral and written instructions and directions.

Perform moderate physical work and to lift 50 pounds and to occasionally lift and carry up to 50 pounds.

Climb, stand, walk, twist, reach, pick, kneel, grasp, sit, bend, crawl, push, pull and perform a variety of similar body movements.

Talk and hear in person, by telephone, two-way radio, pager and malfunction of motors and equipment;

See and read instructions, observe conditions of buildings.

Possess hand/eye/foot coordination adequate to use vacuum, buffer, hand tools and other equipment necessary to perform custodial duties.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to completion of high school and one year of janitorial experience; related vocational or trade school training is preferred.

SPECIAL REQUIREMENTS

Possess a valid driver's license. Will be required to successfully pass a background screen and a pre-employment drug screen. Working schedule includes evenings, weekends and holidays.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.