



Job Description for Full Time Custodian

Reports to: Facilities Manager

Salary: Beginning pay range: \$16-\$18 an hour depending on experience, 40 hours a week. Work hours may vary based on employer need and are not limited to Monday – Friday 8 a.m. – 5 p.m. When necessary, this crew member's work schedule may include early workday and weekend mornings and later workday and weekend evenings.

In Addition: 11 paid holidays, earned vacation and sick time, health and dental insurance, contribution to retirement fund and various additional insurance benefits.

This full time position is responsible for overseeing and maintaining safe and clean facilities for day-to-day operations.

Essential Functions

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them. Gather and dispose of garbage.
- Service, clean, and supply restrooms.
- Follow OSHA Material Safety Data Sheet procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture, walls, machines, and equipment.
- Mix water and detergents in containers to prepare cleaning solutions according to specifications.
- Report any emergency maintenance problems to include toilets and other water fixtures to the facilities manager.
- Willing to work closely with the operations team on site occasionally for support.
- Learn specific cleaning techniques of the company based on time and motion.
- Attend and participate in meetings as requested by the facilities manager and or operations manager.
- Understand and adhere to safety procedures as established in the company's Safety Program Handbook.
- Communicate effectively with team members and clients.
- Perform other duties as assigned.

Required Knowledge, Skills and Abilities

- Exercise care in the use of cleaning materials on different types of surfaces and in handling furniture or other equipment.
- Understand and follow oral and written instructions.
- Must be physically able to operate vacuum cleaners, carpet shampooers, brooms, mops, leaf blowers, etc.
- Willing to work flexible hours such as weekend, holiday, morning, afternoon and evening shifts.
- Assist with setup and tear down of special events when necessary.
- Assist facilities manager with repairs around campus when necessary.
- Physical demand requirements are for medium work.
- Ability to multi-task.

Acceptable Experience and Training

- Must be at least 18 years of age.
- High school diploma or GED equivalent preferred.
- Must be constantly aware of changing events, such as staff or supply shortages.
- Able to work from general instructions and specifications, with minimal supervision.
- Able to work effectively in a service-oriented environment subject to frequently changing priorities.
- Able to respond calmly to public concerns; must be accountable and responsible.
- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Able to stand for extended periods of time.
- Able to lift, bend, kneel, twist and stretch.
- Able to lift and move equipment up to 50 pounds.
- Ability to work independently or in teams.

The statements contained herein reflect general details as necessary to describe the principle functions of this full time job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.