JOB DESCRIPTION

JOB CLASSIFICATION TITLE: CUSTODIAN

JOB SUMMARY: (Definition/Distinguishing Characteristics of Job)
Under immediate supervision, is responsible for custodial and minor maintenance work of routine difficulty, and performs related work as required.

FLSA DESIGNATION: Non-Exempt, Full Time

ESSENTIAL JOB DUTIES:
Sweeps, vacuums, scrubs, mops, strips, waxes and buffs floors; dust and polish furniture, woodwork and shelves; replenishes supplies, empties and cleans receptacles; cleans restrooms, turns out lights; locks doors and windows; maintains equipment and materials used in work; uses hand and power equipment such as polishers and rug shampoo machines; runs errands; carries heavy packages; keeps records of needed supplies; police grounds for paper and other refuse; changes light bulbs; performs minor building maintenance; any other job related activities as may be assigned by the Supervisor. Must be able to work a swing shift.

ESSENTIAL JOB QUALIFICATIONS AND REQUIREMENTS:

- Knowledge, skills, abilities; expertise; competencies, etc.
  o Ability to understand oral instructions;
  o Ability to operate electrical powered cleaning equipment.

- Training and Experience:
  o One year of custodial experience preferred.

- Physical Requirements
  o Requires walking, stretching, standing, and moderate physical efforts in lifting heavy objects; may be exposed to dust, dirt, and skin irritations from strong cleaning solutions.

LICENSE AND CERTIFICATES
None