



Summary

Our **Custodian** is responsible for performing housekeeping services throughout our four separate building locations. This full-time position is responsible for routine cleaning and maintenance duties inside and outside each of these facilities.

Job Duties

- Clean and sanitized restrooms using set procedures on a regular schedule
- Dust, mop, vacuum, and empty wastebaskets and trash containers.
- Wash doors, window, blinds, office furniture and desks.
- Replace light bulbs, touch up paint, hang pictures and other general facility maintenance as assigned.
- Follow instructions regarding the use of chemicals and supplies.
- Perform cleaning and related activities outside of the buildings such as picking up trash, removing snow on sidewalks and maintaining clean outside building appearance.
- Clean inside and outside break areas as needed.
- Complete additional duties as assigned.

Requirements

- High School diploma or GED equivalent.
- 1-3 years cleaning experience desired.
- Ability to work any shift and day of the week. Hours will vary.
- Must have strong verbal and written communication skills, specifically legible handwriting.
- Must have strong attention to detail and be able to identify cleaning tasks which need to be completed.
- Valid driver's license and willing to drive to multiple locations to complete cleaning duties.
- Good organizational skills.
- Basic math and reasoning skills.
- Good attitude with the ability to take direction, work independently and as a part of a team.
- Ability to bend, stoop, reach and use ladder as required by the cleaning duties.
- Ability to move furniture and equipment as needed.

Competencies

<p>Quality</p> <ul style="list-style-type: none">● Demonstrates accuracy and thoroughness● Displays commitment to excellence● Monitors own work to ensure quality	<p>Dependability</p> <ul style="list-style-type: none">● Responds to requests for service and assistance● Follows instructions● Takes responsibility for own actions● Commits to doing the best job possible● Meets attendance and punctuality guidelines
<p>Job Knowledge</p> <ul style="list-style-type: none">● Competent in required job skills and knowledge● Requires minimal supervision● Displays understanding of how job relates to others● Uses resources effectively	<p>Adaptability</p> <ul style="list-style-type: none">● Adapts to changes in the work environment● Manages competing demands● Changes approach or method to best fit the situation

Date Issued: 3/31/16
FLSA Status: Non-exempt

Communications

- Keeps others adequately informed

Problem Solving

- Identifies problems in a timely manner
- Resolves problems in early stages

EOE