



**POSITION:** CUSTODIAN

**DEPARTMENT:** Facilities

**RATE:** \$12.00 per hour

**HOURS:** 15 hours per week

**SCHEDULE:** Monday – Friday: 3:00 pm – 6:00 pm

**Summary:**

The Custodian ensures that staff, clients, guests and customers have a safe, clean, comfortable place to work and receive services.

**Essential Duties and Responsibilities** include, but are not limited, to the following.

Building and Grounds:

- Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces.
- Wash and sanitize toilets, sinks and showers and restock disposables (e.g. soap, towel dispenser, hand sanitizer, etc.).
- Maintain floors in a clean state by vacuuming, sweeping, scrubbing, mopping, and waxing as needed.
- Empty and clean trash receptacles and collect recycling
- Wipe mirrors and windows. Remove cobwebs from external building (i.e. windows, walls, etc.)
- Ensure grounds areas are clean and orderly (i.e. mowing lawn, cleaning entrances, snow shoveling and de-icing walking or driving surfaces, etc.).
- Secure facilities after operating hours by locking doors, closing windows, etc.
- Setup and dismantle conference rooms, as requested.
- Keep supervisor informed of building or ground issues, malfunctions and damage.
- Report any safety, sanitary, or fire hazards.
- Follow all safety policies and procedures.
- Other duties may be assigned.

**Education and/or Experience:** 1-3 months helpful, but not required.

**Physical Demands:** While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. Ability to recognize that things are dirty and need to be cleaned.