

# CUSTODIAN

**FLSA STATUS** - Non-Exempt

## **DESCRIPTION OF WORK**

Under supervision, performs a full range of janitorial and minor maintenance duties related to the care, cleaning and minor maintenance of City buildings and facilities.

## **DUTIES-EXAMPLES OF WORK**

### ESSENTIAL DUTIES:

Sweeps, vacuums, mops, waxes, strips and polishes floors using a variety of chemicals cleansers and equipment; vacuums and shampoos carpets and upholstered furniture; dusts and polishes furniture, woodwork, fixtures and equipment; washes windows, mirrors, walls and ceilings; cleans, sanitizes and deodorizes rest room facilities and fixtures including sinks, urinals and toilets; cleans and sanitizes showers as assigned; maintains fixtures and replenishes supplies in rest rooms; empties and cleans waste receptacles; moves and arranges furniture and athletic equipment; sets up rooms for meetings; maintains, cleans and cares for athletic and gymnastic floors; performs minor repairs on equipment such as weight-lifting and other athletic facilities and fixtures; removes and replaces light bulbs and fluorescent tubes; maintains vacuums and other equipment utilized; maintains adequate inventory of paper goods and chemicals; secures facilities after working hours.

OTHER DUTIES: Shovels snow on steps and sidewalks; trains new custodians; performs other duties as assigned.

## **QUALIFICATIONS**

Working knowledge of methods, materials and equipment used in custodial work.

Working knowledge of safe work practices and use of cleaning chemicals.

Working knowledge of OSHA Regulations.

Ability to clean and care for assigned areas and equipment.

Ability to use a variety of custodial equipment and materials.

Ability to understand and follow oral and written directions.

Ability to work independently in the absence of supervision.

Ability to establish and maintain effective working relationships with facility users and those contacted in the course of work.

## **PHYSICAL AND SENSORY REQUIREMENTS**

Ability to perform moderately/heavy physical work, to lift 75 pounds and to lift and carry up to 25 pounds;

Ability to stand, walk, sit, climb, bend, kneel, crawl, twist, reach, push, pull and perform similar body movements;

Possesses hand/eye/foot coordination adequate to clean buildings and furniture, clean rest rooms and operate vacuums, other janitorial equipment and a vehicle;

Ability to talk and hear in person and by telephone;

Ability to see and read instructions, manuals and fixtures/areas being cleaned.

## **EXPERIENCE AND TRAINING**

Any combination of training and experience equivalent to graduation from high school; some janitorial experience is desirable.

**SPECIAL REQUIREMENTS** Possession of a valid driver's license.