



**Job Title: Custodian**

**Reports To: Maintenance/Facility Director**

**Job Type-Pay Rate: Part-Time Hourly, 16-20 hours/week, \$15-17/hour**

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs general janitorial/maintenance including, but not limited to: Cleaning, dusting, mopping, vacuuming, changing vacuum bags, laundry, trash removal, strip and wax floors, scrubbing and operating machines and equipment, and window and mirror cleaning.
- Follows proper cleaning procedures.
- Works as part of a team for floor maintenance, and special projects.
- Sets up and removes tables and chairs for meetings, and events.
- Sets up and takes down removable walls, as necessary.
- Maintain a positive image when interacting with members and fellow employees.
- Assist program directors, and the front desk with specific tasks as assigned.
- Handles cleaning chemicals in a safe manner.
- Performs other duties as required.

## **QUALIFICATIONS**

- Janitorial experience.
- Must possess interpersonal and verbal communication skills, analytical and problem solving skills, and a friendly and positive personality.
- Must be versatile, flexible, and able to work in a constantly changing environment and follow directions as given.
- Must be able to work independently as well as part of a team.
- Follows proper procedures and works in a safe manner.
- Must successfully pass a criminal background check.

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

---



## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, or sit, use hands and arms, climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/ or move up to 75 pounds.

**Employee Signature:** \_\_\_\_\_

**Employer Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The statements of this job description are intended to describe the general nature and the level of work being performed by people hired for this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position.

---