

HRSD

Position Description: Custodian

Section I. Position Reference Information

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|----|----------------------|---------------------------------------|
| a. | Department | Operations |
| b. | Division | Physical Plant Maintenance |
| c. | Position Title | Custodian |
| d. | Immediate Supervisor | Facilities Maintenance Superintendent |
| e. | Work Center | South/North Shore |

Section II. Position Summary

Under broad guidance, the Custodian is responsible for:

Performing a variety of housekeeping/janitorial services during assigned work hours and ensuring that buildings and facilities are maintained in a healthy, safe and sanitary manner

Section III. Examples of Position Duties

- a. Maintains cleanliness of offices, meeting rooms and kitchens
- b. Cleans entrances and exits including glass, doors and hardware
- c. Empties and cleans all trash receptacles
- d. Breaks down all boxes and remove all trash to outside trash dumpsters
- e. Dusts furniture, lighting fixtures, telephone, electronic equipment, air condition and heat ducts, and office equipment
- f. Sweeps, cleans, washes, rinses, strips, polishes and buff all tile and vinyl floors
- g. Vacuums all carpeted areas
- h. Cleans and disinfects all water fountains, restrooms, wash mirrors, sink, urinals, toilets, dispensers, receptacles, closets, etc.
- i. Replenishes hand soap, paper towels, toilet paper and facial tissue
- j. Reports damages, vandalism or items in need of repair
- k. Maintains janitorial storage areas, cleaning equipment, materials and supplies
- l. Performs other duties as assigned

Section IV. Position Accountabilities and Expectations

- a. Must be able to interact and communicate verbally and in writing
- b. Must be able to work independently with minimal general supervision
- c. Must be able to understand and carry out detailed written and oral instructions
- d. Must be able to maintain confidential information
- e. Must adhere to HRSD's Policies and Procedures

Section V. Working Conditions

- a. Work environment exposes incumbent to hazardous materials (industrial cleaning products, bodily fluids, human waste etc.)
- b. Must have the ability to handle, with protection, hazardous materials

Section VI. Physical Requirements

- a. Over 50% of work involves walking, climbing, standing, kneeling, or bending
- b. Must have the ability to lift or move heavy materials not weighing more than 50lbs
- c. Must have the ability to operate medium weight cleaning equipment
- d. Must have the physical dexterity to accomplish the duties defined herein

Section VII. Other

- a. Medical certification of physical requirements may be required
- b. Must be currently authorized to work for any U.S. employer

Section VIII. Qualification Standards

- a. Education
Required
High School Diploma or GED
- b. Experience
Desired
Work experience performing housekeeping or janitorial duties
- c. Special Licenses
Required
Valid driver's license from state of residence