

## **CUSTODIAN**

### General Statement of Duties

Performs a variety of housekeeping duties including vacuuming, mopping, surface cleaning, and dusting. Attention to detail required. The right person is punctual, thorough, and efficient.

### Duties Responsibilities

Maintain all cleaning equipment, supplies, and products; ensure safe and sanitary storage and care of products.

Perform general sweeping, scrubbing, and mopping of hardwood, laminate, or tiled floors as needed.

In charge of vacuuming equipment; vacuum and clean carpets and perform further treatments such as shampoo or stain-removal as needed.

Dispose of trash from bins and containers.

Dust and polish furniture and room accessories as needed.

Scrub sinks and toilets in public bathrooms.

Clean windows, glass surfaces, mirrors, and counters as needed.

Keep all public spaces neat and tidy.

Report repairs and replacements needed when encountered.

Maintain supply inventory.

### Recruitment and Selection Guidelines

#### Physical Requirements

Any relevant experience or knowledge.

Physically able to push vacuum cleaner for extended periods of time.

Ability to lift up to 25 to 30 pounds.

Physically able to reach, stretch, bend, climb a step ladder, and walk during daily routine, with the ability to stand for long lengths of time.

### Knowledge, Skills, and Abilities

Previous experience cleaning preferred but not required.

Pays attention to detail when cleaning.

Organized and able to follow a schedule.

Ability to follow verbal directions.