

JOB DESCRIPTION

CUSTODIAN

JOB TITLE:	Facilities Maintenance Custodian
COMPENSATION:	Commensurate with experience
CLASSIFICATION:	Part time
WORK ENVIRONMENT:	Primarily indoors in moderate temperatures. Will clean areas of varying cleanliness, ranging from laboratories to barn locker rooms and break areas. Exposure to varied outdoor weather conditions while travelling between buildings and dumpsters, including rain, snow, hot and cold temperatures. Exposure to animal dander, dust, animal waste, agricultural and lab animal odors.
TRAVEL:	None
SUMMARY OF POSITION:	Responsible for cleaning and restocking assigned areas.
SUPERVISORY RESPONSIBILITIES:	None
PRINCIPLE RESPONSIBILITIES:	<ul style="list-style-type: none"> • Cleans office areas, rest rooms, break rooms, locker rooms, and other areas using methods including but not limited to sweeping, vacuuming, dusting, washing, polishing using appropriate tools and power equipment. • Cleans floors, walls, building elements, restroom fixtures, tables, chairs, lunch counters, kitchen appliances, and upholstery using approved chemicals, cleaning solutions, and tools. • Empties trash and shredders in office areas laboratories, conference rooms, plasmapheresis rooms, storage rooms and visitor lobbies. • Collects, transports and disposes of rubbish and cardboard using company vehicle. • Provides VCT floor maintenance and finishing to include stripping old finish, cleaning, prepping, waxing, and polishing. • Takes inventory of paper goods and cleaning supplies and submits order for replenishment of stock. • Put stock away in central storage area(s) and check and distribute stock to satellite storage. • Safely handles and manages cleaning chemicals. • Observes privacy and strict confidentiality when cleaning around documents in office and laboratory areas.
QUALIFICATIONS/ SKILLS/ABILITIES:	<p>Qualifications</p> <ul style="list-style-type: none"> • 2-5 years previous experience performing custodial service in a commercial or institutional setting desired • Driver's license with acceptable driving record • Knowledge of floor re-finishing methods, materials, and technology • Familiarity with general safety practices such as chemical safety, slip/trip/fall prevention, ergonomic practices <p>Abilities</p> <ul style="list-style-type: none"> • Ability to perform the physical requirements of the position • Ability to retain and follow written and spoken instructions • Ability to read and understand chemical labels and heed safety warnings.

- Attention to detail
- Ability to legibly complete forms and other paperwork and submit documents in a timely manner.

**PHYSICAL
DEMANDS:**

Physical demands as described are representative of those required to successfully perform the essential functions of the position. Reasonable accommodations may be made.

- Perform cleaning tasks of light to moderate physical intensity for short to medium duration, which requires the ability to grasp, carry, push, pull, lift to waist, lift to shoulder height, reach overhead and to floor level, kneel, stoop, bend at waist, scrub, peel, scuff, and wipe.
 - Ascend and descend stairs while carrying tools, materials, or bagged trash.
 - Regularly lift 1-10 pounds, occasionally lift and move up to 35 pounds.
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