



JOB DESCRIPTION

Custodian – Night Shift

Job Classification: Non-Exempt; 40 Hours with overtime as required

April 2017

OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:

1. A clean and well maintained facility
2. Teamwork

MAJOR RESPONSIBILITIES AND ACTIVITIES:

1. Cleaning and maintaining the facility
2. Set up for meetings and special events
3. Operation of power cleaning equipment
4. Removal of trash
5. Cleaning classrooms, restrooms, auditoriums, gymnasium, glass and detail work as assigned
6. Restocking paper products and custodial supplies as needed
7. Assist in summer refresh projects
8. Knowledgeable of security of people, property and facilities
9. Time management

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Operation of power scrubbers, buffers, wet and dry vacuums
2. Wet cleaning of floors and carpets
3. Dry cleaning of floors
4. Commercial cleaning experience
5. Safe use of cleaning chemicals and cleaning products
6. Self-directed
7. Independent worker

CULTURE AND CLIMATE:

1. Position reports to Custodian Supervisor and/or Custodian Team Leader
2. Ability to lift 25 lbs.
3. Physical capability to work any shift without restrictions
4. Staff culture is goal-oriented, collaborative, with accountability
5. Core Values of passion and integrity

Note: The above information on the job has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.