

Job Title: Custodian

FLSA: Non- Exempt / Part-time (20 hours per week)

Department: Shelter Operations

Shift: Floater (Days or Nights)

Reports to: Facilities Manager

EEO Job Classification: Service Workers

Last Revised: February 29, 2012

Position Summary:

The primary duty of the Custodian is to keep assigned building interiors and exteriors clean and orderly and to perform a variety of custodial and minor building maintenance duties.

Duties, Functions, and Responsibilities:

- Sweep, scrub, and mop floors
- Buff and seal floors
- Vacuum and shampoo floors
- Empty and clean waste receptacles throughout building
- Power wash exterior
- Clean restrooms
- Replenish supplies
- Clean and maintain parking garage
- Clean windows (under 6 feet)
- Clean glass on all doors
- Swept and mop elevators and wipe down vents
- Move furniture and equipment
- Replace lights and air filters
- Assemble shelving, if needed
- Perform minor repairs and other similar duties
- Cleans and maintains equipment and material used for work
- Perform other duties as assigned.

Minimum Qualifications:

- High School diploma or equivalent
- Effective communication and organizational skills
- Maintain good working relationships with management, co-workers, and clients
- Ability to follow oral and written instructions and work independently with minimum supervision
- Perform a variety of manual tasks
- Ability to complete tasks on a regular schedule
- Knowledge of methods, materials, and equipment used in janitorial and minor building maintenance
- Ability to lift a minimum of 50 lbs.

Preferred knowledge, skills, and abilities:

- Minimum 6 months - 1 year experience in janitorial services or light building maintenance
- Strong computer skills (Microsoft Word, Excel, Outlook and PowerPoint)
- Bilingual (Spanish and English)