



## Custodian

### Description

Maintain and protect facilities. It is important for a custodian, or janitor, to be careful and thorough in working, cleaning, tidying the premises, as well as preventing vandalism.

### Responsibilities

1. Washing and sanitizing bathrooms, toilets, sinks and restocking disposables.
2. Maintain outer premises by watering plants, cleaning entrances.
3. Utilize insecticides to prevent infestation by dangerous pests.
4. Perform maintenance and minor repairs (replacing broken switches, fixing door handles, minor leaks, etc)
5. Report major damages and oversee repairs.
6. Clean, dust, and wipe furniture, mirrors and windows; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; replace light bulbs; refill restroom dispensers.
7. Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
8. Strip, clean, buff and apply floor sealer and floor finish to hard surface floors.
9. Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
10. Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
11. Follow instructions regarding the use of chemicals and supplies. Use as directed.
12. Perform cleaning and related activities such as removing debris from sidewalks and areas within sixteen feet of buildings using hand-operated tools or small power equipment.
13. Move furniture, equipment, supplies and tools on an incidental basis.
14. Wash accessible interior and exterior windows. Clean blinds.
15. Attend to emergencies when necessary. Attend safety meetings and other related meetings.
16. Take classes as required in cleaning methods and techniques, new products, First Aid, CPR, and working relationships.
17. Assist with inventory control and security. Order supplies as needed.
18. Safely operate all vehicles and other job related equipment.
19. Support and enforce all policies, OSHA/WISHA rules, health and safety regulations and guidelines, etc.
20. Performs miscellaneous job-related duties as assigned.

### Qualifications

#### Minimum Job Requirements

- High school diploma is preferred but not required.
- CPR/1stAide Certification

### Employment Type

Custodian

### Duration of employment

Full Time / Part Time

### Job Location

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### Working Hours

5 – 10 Hours a day depending on the Season

**Knowledge, Skills and Abilities Required**

- Proven experience as custodian, janitor or in a similar role.
- Knowledge of use and maintenance of industrial cleaning equipment and appliances.
- Knowledge of safe disposal of chemical liquids and other hazardous components.
- Familiarity with basic landscaping and handyman practices.
- Attention to detail and conscientiousness.

**Working Conditions and Physical Effort**

- Moderate physical activity. Requires handling of average-weight objects up to 25-50 pounds or standing and/or walking for more than four (4) hours per day.
- Limited exposure to physical risk.