



## Custodian Job Description

**Definition:** The Custodian is responsible for keeping the Environmental Nature Center as clean and tidy as possible. The duties include cleaning restrooms, replenishing stock in restrooms, gathering and emptying trash, sweeping, mopping, vacuuming, dusting and monitoring building safety and security. Knowledge of environmentally friendly cleaning products and methods is highly desirable. The position is part time, 15 – 20 hours per week.

**Supervision:** The Custodian works under the direct supervision of the Facility Manager.

### **Essential Functions/Duties Include But Are Not Limited To:**

1. Gathers and empties trash cans; replaces trash can liners where appropriate.
2. Cleans and sanitizes restrooms.
3. Cleans all appropriate surface areas in break room, offices, and common areas, including but not limited to sinks, countertops, tables, microwaves, and refrigerators.
4. Restocks supplies in bathrooms, break rooms and common areas.
5. Cleans and polishes furniture and fixtures.
6. Cleans windows, glass partitions, and mirrors.
7. Dusts furniture, walls, office machines, and equipment.
8. Cleans floors in hallways, office, and work areas by sweeping, mopping, scrubbing and/or vacuuming.
9. Clean exterior common areas such building entrances and patio areas.
10. Maintains utility closets in a clean, organized and safe manner.
11. Follows all safety procedures for the use of cleaners and equipment.
12. Immediately informs Supervisor of any needed repairs to facilities and/or equipment.
13. Maintains a professional/courteous demeanor while working in locations with public and employees.
14. Additional duties include debris removal, occasional gardening, and additional handyman tasks.

### **Qualifications & Requirements:**

1. Ability to work independently with minimal supervision and demonstrate flexibility.
2. Knowledge of environmentally friendly cleaning products and methods highly desirable.
3. Ability to recall information.
4. Ability to move up to fifty pounds and set up equipment.
5. Ability to traverse stairs while carrying equipment.
6. Ability to make independent decisions.
7. Ability to work in a variety temperatures.
8. Regular and punctual attendance is essential due to limited resources, costs, productivity and quality continuity.
9. Ability to interact successfully with supervisors and the public.
10. Fingerprinting for a background check will be required.
11. Must possess a valid driver's license. Must have own vehicle.

### **Skill to:**

1. Communicate effectively in the English language.
2. Understand and carry out oral and written instructions in an independent manner.
3. Understand and apply pertinent personnel policies, laws, rules, and regulations.

### **Education, Training, and Experience:**

1. Three years of experience working as a Custodian or in a similar role.