



Title: Custodian

Date: August 2022

FLSA Status: Non-Exempt – Full-time, 10 month position

Reports to: Housekeeping Supervisor

Job Summary: Performs general cleaning duties; provides support to housekeeping supervisor; operates various types of cleaning equipment; and performs related work as required.

Duties and Responsibilities

- Sweeps, dusts, mops, scrubs, and vacuums floors.
- Dusts and polishes furniture, woodwork, fixtures, and equipment.
- Washes windows and walls.
- Vacuums, cleans, and spot-cleans carpets.
- Empties and cleans waste receptacles.
- Cleans and maintains supplies in restrooms.
- Replaces light bulbs in suite living areas.
- Notifies management concerning need for repairs.
- Completes other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of modern methods, materials, and equipment used in housekeeping work.
- Ability to understand and carry out oral and written directions.
- Ability to read and write at the level required for successful job performance.
- Skill to clean and care for facilities and equipment.
- Ability to set work priorities and working independently in the absence of supervision. Ability to establish and maintain cooperative relationships with those contacted in the course of work.
- Ability to lift and carry up to 50 lbs. and work from a 12 ft. ladder.

Credentials and Experience

- High school graduate or GED equivalent.
- One year's experience in housekeeping, janitorial, or related duties preferred.

Special Requirements

- Any combination of education and experience providing skills and knowledge needed for performance of required duties.