

## CUSTODIAN

### **JOB PURPOSE AND SUMMARY**

Performs janitorial service with responsibility for an assigned building or part thereof.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES:**

- Sweeps, mops, scrubs, waxes, and polishes floors.
- Dusts furniture and equipment and polishes furniture and metal fixtures.
- Empties and cleans ashtrays and wastebaskets.
- Washes windows.
- Vacuums rugs, curtains, and furniture.
- Cleans coffee pots and washes cups.
- Cleans and keeps restrooms supplied with paper, towels, and soap.
- Makes rounds, locking doors, closing windows, turning off lights, replacing light bulbs, and turning equipment on and off as specified by the maintenance supervisor.
- Moves furniture and equipment; arranges tables and chairs for special events.
- Sorts and distributes laundry.
- Collects and disposes of garbage and trash.
- Shovels snow and sweeps and washes sidewalks; keeps grounds clean.
- Waters lawns and plants.
- Performs minor maintenance and repair work, such as unskilled painting, sharpening tools, oiling motors and hinges, replacing faucet washers and toilet tank floats.
- Performs other work as required.

**QUALIFICATIONS**

**Knowledge of ....** cleaning methods, safety practices, equipment, and supplies, and so forth.

**Ability to ....** operate hand power cleaning and polishing equipment; handle fragile items carefully; follow written and oral instructions; work harmoniously with other people; do sustained physical work; work form a stepladder; and so forth.

Office use: 6/20/00