

CUSTODIAN

GENERAL DESCRIPTION OF WORK:

Performs various custodial, housekeeping, laundry and minor maintenance duties under the general supervision of the Support Service Coordinator and under the direct supervision of the Building Maintenance Supervisor.

TYPICAL DUTIES:

1. Performs cleaning, dusting, sweeping, mopping, buffing, waxing and stripping floors, trash collecting, window cleaning, etc. to maintain a clean, attractive facility.
2. Run Errands and move furniture as needed.
3. Check inside and outside lights and replace as needed.
4. Check and clean ceiling vents.
5. Paint as needed.
6. Keep all areas stocked with supplies (i.e. sprinkler rooms, housekeeping closets, etc.).
7. Assist exterminators, outside contractors, etc. as needed.
8. Performs weekly building checks for maintenance and sanitation issues.
9. Assist with mowing, mulching, landscaping, etc. as needed.
10. Clean and stock bathrooms daily.
11. Put up stock when delivered.
12. Ability to mix cleaning chemicals.
13. Clean showers.
14. Performs laundry duties as needed.
15. Perform related tasks as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of building cleaning practices, supplies and equipment. General knowledge of floor care; general knowledge of operating floor equipment; general knowledge of minor building repairs and grounds duties; ability to operate large scale laundering of clothing and linens; ability to follow oral and written directions; ability to work independently; ability to organize work; ability and willingness to work around maladjusted juveniles; ability to work effectively with co-workers, detainees and supervisors. Ability to follow MSDS for all cleaning supplies.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to completion of the ninth grade and some experience in cleaning and floor care, preferably in an institutional setting.

PHYSICAL REQUIREMENT:

Must have the physical capacity to lift a minimum of 50 lbs. and move furniture. Must be able to walk, sit and stand for long periods of time.

SPECIAL REQUIREMENT:

Must have a valid Virginia driver's license. Ability to work a varied work schedule including holidays and weekends. Must be able to successfully complete and maintain certification in OSHA and emergency evacuation. Must maintain a current Tuberculin skin test (PPD) or chest X-ray.

This is job description and not an individualized position description. A job description defines the general character and scope of duties and responsibilities of all positions in a job classification. But it is intended to describe and does not necessarily list the essential job functions for a given position in a classification.