

JOB DESCRIPTION: CUSTODIAN

Basic Job Requirements

1. Must have good listening and verbal communication skills. Some positions require the ability to speak English.
2. Must maintain a neat appearance. A uniform is required at some worksites.
3. Must attend periodic training and safety meetings.
4. Must be able to understand and anticipate the needs of the client.
5. Must be punctual
6. Knowledge of basic custodial duties and responsibilities are very helpful.
7. Must be able to lift approximately 30 pounds multiple times during a work shift.
8. Repetitive motion involved on a daily basis may include, but not limited to, bending, pushing, pulling, reaching, climbing, and squatting.

Basic Job Duties and Responsibilities

DAILY

Carpeted Areas

- Empty wastebaskets and replace liner as needed.
- Dust/clean tops of office furniture
- Vacuum all carpeting
- Spot clean soiled areas as needed.

Restrooms

- Empty wastebaskets and replace liners as needed.
- Clean and sanitize toilets, basins, and urinals.
- Clean counters, mirrors and fixtures.
- Sweep and damp mop floor with disinfectant.
- Spot clean walls, partitions, and doors.
- Refill all restroom dispensers as needed.

Lunchroom/Break Areas

- Empty wastebaskets and replace liner as needed.
- Wipe/clean all table tops and chairs.
- Wipe/clean vending machines and appliances
- Clean sink and damp mop tile floors

Non-carpeted Areas

- Empty waste baskets and replace liners as needed.
- Sweep and spot mop tile floors.
- Complete damp mop tile floors
- Dust/clean cleared surfaces of desks and tables.

PERIODIC

- Clean overhead vents
- Polish wood furniture
- Clean interior partition glass
- Dust Venetian blinds
- Dust high partitions & ledges

MISCELLANEOUS

- Must keep janitor's closet neat and orderly
- Equipment (such as vacuums) must be properly maintained at all times.

INTENT OF BASIC REQUIREMENTS AND RESPONSIBILITIES

It is the intent of the basic job requirements, duties and responsibilities that any building be kept neat and cleaned at all times. These minimum requirements should, therefore, be referred to as a guide for, rather than a limitation to the services required to maintain a building effectively. Staff will be required to perform necessary work to maintain the optimum level of cleanliness in every building of worksite by Prestige Maintenance USA.

Name _____ Employee # _____ Date _____