

## **JOB DESCRIPTION**

### **CUSTODIAN**

**GRADE: 9**

**FLSA STATUS: Non-Exempt**

#### **NATURE OF POSITION**

This position is responsible for maintaining the school, church, and any auxiliary buildings in a clean and orderly manner at all times.

#### **REPORTING FUNCTION**

Reports directly to the Director of Facilities or designated employee.

#### **JOB DESCRIPTION**

**Duties may include any or all of the following:**

- Performing basic janitorial functions such as vacuuming, dusting, polishing furniture, mopping and sweeping floors, washing windows, maintaining bathroom facilities, emptying trash, etc.
- Notifying the Director of Facilities (or his designate) of necessary repairs beyond own capacity.
- Maintaining stock of cleaning supplies.
- Performing general grounds-keeping chores, such as mowing the lawn, trimming shrubbery, raking leaves, gardening, and removal of snow and other debris.
- Ensuring general security of buildings and grounds.
- Other related tasks as assigned.

#### **POSITION ANALYSIS**

This individual is responsible for cleaning and maintaining good order in one or more generally large facilities. The position requires varying degrees of physical exertion, to include lifting (at least 50 lbs.), stretching, bending, climbing stairs and operating cleaning and garden equipment. Also required are organizational skills, adaptability, flexibility, dependability, the ability to take instructions, and to work without supervision. Absolute trustworthiness and the willingness to maintain confidentiality are essential. A valid drivers' license is required.

#### **EDUCATIONAL/WORK EXPERIENCE REQUIREMENTS**

High School Diploma or G.E.D. Must have child abuse/ background check.