



Job Description

Job Title: Custodian
Reports to: Purchasing Supervisor
FLSA Status: Full Time; Non-Exempt

Summary:

Cleans offices, plant, bathrooms, windows, furniture, conference rooms, and performs housekeeping duties.

- Clean and sanitize restrooms using established practices and procedures.
- Clean, dust, and wipe furniture; sweep, mop or vacuum floors; empty/clean wastebaskets and trash containers; empty clean cigarette urns; refill restroom dispensers.
- Clean refrigerators, microwaves.
- Use and maintain assigned power equipment to clean the facility, vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Wash walls and equipment; use ladders when required in work assignments.
- Lock and unlock assigned buildings; secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Wash interior and exterior windows. Clean blinds.
- Reports malfunction of bathroom fixtures, light fixtures, and/or damages to supervisor.
- Follow plant safety policies
- Performs other duties as assigned

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, reading, writing, speaking, evaluating, organization and initiative.
- Knowledge of cleaning equipment and supplies.
- Attend to emergencies when necessary.
- Assist with inventory.
- Ability to perform tasks that include walking, climbing, equipment, and lifting 25 lbs. and more.

The physical demands described are representative of those described that must be met by an employee to successfully perform the essential functions of this job.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Job descriptions do not constitute an employment agreement between the employer and the employee. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of this position. The employer reserves the right to amend and change job descriptions to meet business and organizational needs as necessary.