

# Custodian

**Department:** Maintenance  
**Reports to:** Maintenance Supervisor

**FLSA Status:** Non-Exempt  
**Date:** October 24, 2018

## POSITION SUMMARY:

The custodial/maintenance person maintains and protects the facility. The external and internal appearance of a building reflects on the occupants. It is important for a custodian, or maintenance worker, to be careful and thorough in working, cleaning and tidying the premises, as well as preventing vandalism.

The ideal candidate will be experienced in a custodial/maintenance role focused on building upkeep. They will have great physical endurance to cover a large space. A keen eye for detail and diligence are also imperative in custodial maintenance jobs.

## ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
- Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces
- Cleaning/sweeping of production floor
- Sweep and mop floors and vacuum carpets
- Undertake occasional custodial and janitorial tasks (shoveling snow from the sidewalk, lifting heavy items, moving chairs etc.)
- Other assignments as made by management

## QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

- Teamwork: Can work in group or alone; oriented towards the good of the whole. Contain ability to build rapport and good working relationship with co-workers

## EDUCATION/CERTIFICATION/LICENSURE:

- High school diploma or equivalent

## EXPERIENCE REQUIRED:

- Proven experience as a custodian, janitor or in a similar role
- Experience with safe disposal of chemical liquids and other hazardous components

## KNOWLEDGE AND SKILLS REQUIRED:

- Knowledge of industrial cleaning equipment and appliances
- Familiarity with basic landscaping and handyman practices
- Attention to detail and conscientiousness

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## PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to operate or work with cleaning equipment, reference books, computer software applications, phones and other standard office equipment and cleaning equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

## WORKING CONDITIONS:

- Work is not considered sedentary and performed mainly in a manufacturing environment with exposure to environmental factors.
- Minimal safety hazards.

## INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The company reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the company in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the company. Position descriptions are not intended as and do not create employment contracts. The company maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

## EMPLOYEE ACKNOWLEDGEMENT

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

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Employee printed name

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Employee Signature

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Date