

Position Title: Custodian I**February 2006**

Position Summary: *Describe the positions purpose and overall role in the organization. Identify major job objectives and initiatives.*

- Cleans and keeps in an orderly condition health care facility, residence hall, school, office building, or similar building.
- Sweeps, mops, scrubs, polishes floors and vacuums hallways, stairs and office space.
- Empties trash and garbage containers.
- Cleans furniture.
- Notifies supervisor concerning need for major repairs or additions to lighting, heating, and ventilating equipment.
- Shampoos and cleans carpets.
- May make minor maintenance repairs.
- May buff and polish floors.

Typical Knowledge and Skills: *Identify the qualifications to competently perform the job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.*

Applies basic skills and may develop advanced skills using tools and equipment appropriate for the position. Ability to effectively communicate and receive information in a manner easily understood by fellow employees.

Typical Requirements:

- Education or Equivalent Experience:
- Supervisor/Managerial Experience: None
- Function Specific Experience: No previous experience required.
- Certification Requirements: None

Supervision: *Identify the level of supervision received and provided.*

Supervision Received: Works under direct supervision and follows standard procedures and written instructions to accomplish assigned tasks.

Supervision Provided: None.

Working Conditions: *Describe the physical environment in which the job works and any special physical qualifications required (safety hazards, visual/hearing acuity or unusual conditions).*

Work is performed in an area that is adequately lighted and ventilated.

Physical Demands: Specific physical characteristics and abilities are required to perform the work, such as agility, dexterity, and long periods of walking, standing, bending, carrying or lifting supplies and equipment weighing 50 pounds or more. Wears protective clothing required by the work environment or governmental regulations.