



JOB DESCRIPTION

Job Title: Custodian

Program: Employment Services

Reports to: Project Supervisor

FLSA: Non-Exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended as a complete list of all responsibilities, duties and skills required of personnel so classified

SUMMARY:

The Maintenance position performs sanitary and contract services at designated contracts. Position is on-call and should expect one to forty hours per week.

DUTIES AND RESPONSIBILITIES:

1. Collects and disposes of trash in assigned locations.
2. Sweeps entryways and cleans walk-off mats. When Appropriate, removes snow from entrances and sidewalks. Picks up litter around building(s) and in parking areas.
3. Dust mops hallways, corridors, and other assigned areas.
4. Cleans restrooms to include moping, disinfecting fixtures.
5. Replenishes paper and soap products as required.
6. Cleans and polishes mirrors and fixtures.
7. Sanitizes and polishes water fountains.
8. Vacuums offices, hallways, and other assigned areas.
9. Restocks maintenance carts with appropriate supplies.
10. Exercises hazardous communications to include interpretation of Material Safety Data Sheets (MSDS) and proper use of Personal Protective Equipment (PPE).
11. Performs high/low dusting and window cleaning.
12. Spray buffs, scrubs and waxes hard surface floors.
13. Manages performance of periodic tasks.
14. Dispenses chemicals/identifies and correct potential safety hazards.
15. Provides training and supervision of employees.
16. Conducts and documents building inspections.
17. Orders and maintains supplies/equipment.
18. Assists in personnel scheduling, time sheet processing and budget management.
19. Performs carpet extractions and spot removals.
20. Performs liaison duties with Contracting Officer Representatives (COR).

MINIMUM EDUCATION AND EXPERIENCE:

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Available to work all possible shifts including weekends. Transport of work crews and equipment may be required.

LICENSES/CERTIFICATIONS REQUIRED:

Alaska Driver's License
Certification in Adult CPR
Certification in First Aid

IMMUNIZATION REQUIRED:

Annual PPD Test
Hepatitis B immunization (or) Waiver

WORKING CONDITIONS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES:

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like; using feet and legs and/or hands and arms. Body agility is emphasized.
 - Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
 - Stooping: Bending body downward and forward by bending spine at the waist.
 - Crouching: Bending the body downward and forward by bending leg and spine.
 - Reaching: Extending hand(s) and arm(s) in any direction.
 - Standing: Particularly for sustained periods of time.
 - Walking: Moving about on foot to accomplish tasks, particularly for long distances.
 - Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forwards, downward or outward.
 - Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
 - Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.

ENVIRONMENTAL CONDITIONS:

Worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
Worker is subject to outside environmental conditions: No effective protection from weather.

Worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.

Worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, orders, dust, mists, gases or poor ventilation.

REVISED DATE: 03/10/01