



Position Description

TITLE: ON-CALL CUSTODIAN

LOCATION: Facilities Management Department

REPORTS TO: Manager of Custodial Services

SCHEDULE: On-Call; hours will vary and work week will be determined by manager. Non-exempt (hourly), support staff position. Schedule may vary according to Academy needs.

FUNCTION: Ensures that the assigned building and surrounding areas provide comfort, safety and a homelike atmosphere through effective cleanliness, sanitation and maintenance of a dormitory, administrative building or other assigned area.

ESSENTIAL DUTIES:

- ~ Surface dusting
- ~ Sweeping, mopping, vacuuming, cleaning and shampooing floors/carpets
- ~ Stripping, washing, and buffing floor areas
- ~ Replacing light bulbs
- ~ Washing walls, glass partitions and windows (inside and outside)
- ~ Cleaning toilets, bathrooms, showers and common areas
- ~ Observing building mechanical equipment and reporting repairs/failures to leadperson
- ~ Making minor repairs with simple hand tools to fixtures and furnishings
- ~ Moving furniture and performing special moving assignments
- ~ Locking/unlocking entrances
- ~ Removing rubbish and cleaning containers.
- ~ Operating power-cleaning equipment such as: polishing machines, wet/dry vacuums.
- ~ Requisitioning and receiving supplies
- ~ Assisting in loading and unloading trucks
- ~ Operating Academy vehicle

QUALIFICATIONS:

Education/Training: High school diploma or GED preferred.

Experience: Previous custodial experience preferred. Must be able to work independently with minimal supervision.

Physical Demands: To perform the essential functions of the job, the following applies: requires standing, stretching, bending, walking, lifting and transporting a minimum of 50 lbs. Must be able to climb stairs. Must be able to lift and/or move equipment and supplies. Requires climbing and working off ladders.

MAY 2010