



Position Description

TITLE: ON-CALL CUSTODIAN

LOCATION: Facilities Management Department.

HOURS: On-Call. Hours vary. Work week will be determined by manager.

SCHEDULE: On-Call, non-exempt (hourly), support staff position. Schedule may vary according to Academy needs.

FUNCTION: To advance the mission of Facilities Management ~ *providing safe, efficient, and expert support to the Academy* by contributing to the housekeeping operations of the department.

ANTICIPATED OUTCOMES:

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

- ~ 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
- ~ Laying fires in fireplaces
- ~ Locking/unlocking entrances
- ~ Removing rubbish and cleaning containers.
- ~ Operating power-cleaning equipment such as: polishing machines, wet/dry vacuums.

Effectively (in a safe and timely manner) contribute to the overall efficiency of the department and dormitory operations by

- ~ Requisitioning and receiving supplies
- ~ Assisting in loading and unloading trucks
- ~ Operating Academy vehicle

Effectively perform other duties as assigned

LEADERSHIP: Under direct supervision of Lead person and Manager of Custodial Services.

WORKING CONDITIONS: Good; smoke-free environment. May be required to handle hazardous materials in the work area. Will be required to wear personal protective equipment as appropriate for the work assignment.

QUALIFICATIONS: Must have a personal history that is free of criminal arrests that have not been annulled by a court. Applicant must consent to a criminal background check

Education/Training: High school diploma or GED preferred.

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

Skills, Traits & Characteristics Necessary for Success: Must: have a positive attitude and the ability to serve as a role model and leader, take pride in work performed, be able to offer guidance, support, kindness, give positive advice, be willing to listen, and be service oriented.

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.

DATE CREATED: April 3, 2009