



Building Custodian

DEFINITION

Under supervision, perform cleaning duties; keep assigned buildings clean and orderly; and setup for and cleanup after meetings and rentals.

SUPERVISION RECEIVED

Reports to the department head, departmental supervisor, or designated departmental representative.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Sweep, scrub, strip, and wax floors; vacuum carpets; clean and care for laminate wood floors and carpets.

Dust, polish, and clean furniture and woodwork.

Empty and clean waste receptacles.

Wash windows, mirrors, walls - painted and wood - and doors; clean and sanitize restrooms.

Arrange furniture and equipment; turn out lights and lock and unlock doors and windows; replace light bulbs and clean light fixtures.

Replenish supplies (including cleaning rags, wet and dry mop heads) and maintain equipment.

Schedule weekly, monthly, quarterly, and annual cleaning.

Write work requests or otherwise report on things that need to be repaired.

Update MSDS manual as needed.

Handle and use hand tools and equipment.

Additional Pavilion Assignment Duties:

Clean and sanitize kitchen and wet bar facilities.

Drop off tablecloths to be laundered; pick up and return to inventory.

Gather rental items left at the facility and schedule the pick-up of items.

Report concerns with rentals including, but not limited to, damages to equipment and/or building, missing items, extra cleaning time, etc.

Provide input on changes to rental acknowledgement sheet, rental and key checklist, and the Pavilion custodian cleaning list.

OTHER JOB RELATED DUTIES

Performs related duties as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

Janitorial methods and safety precautions.

Ability to:

Properly maintain assigned areas.

Follow oral and written instructions.

Perform assigned tasks properly, efficiently, and timely.

Establish and maintain effective working relationships with co-workers and the public.

MINIMUM QUALIFICATIONS

Experience:

Six (6) months of janitorial experience.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for job performance.

License or Certification:

A valid Wyoming Class C driver's license may be required for some positions in this class.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to stand, walk, sit, climb, bend, kneel, crawl, twist, reach, grasp, push, pull, and lift and carry up to 50 lbs.; exposure to chemicals and dust.

Effective date: October 2003

Revised: February 2009