

Custodian- Overnight Shift Position Description

Department: General Administration	FLSA Status: Non-Exempt
Reports to: CEO	Date: 09/17/2018

Primary Function:

Clean and maintain premises of offices and support buildings.

Essential Duties and Responsibilities

- Clean, polish, dust, wash and wax fixtures, floors, walls, sill, windows and other surfaces
- Vacuum, clean rugs/carpets, upholstered furniture, and draperies
- Clean and maintain bathrooms
- Empty wastebaskets and transport trash and waste to disposal area
- Maintain commons areas - set up tables and chairs in conference rooms, lunch rooms or halls
- Support the shop with assigned maintenance tasks
- Ability to work 10 hour overnight shift: Tuesday through Friday 12AM-10:30AM

Promote and actively embrace the concept of professionalism, with an emphasis on quality, commitment, integrity, ingenuity, teamwork, the community and the environment. Safety is a deeply rooted cultural value and it must be promoted and enforced at all times.

Minimum Qualifications/Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Additional skills

Strong interpersonal skills and ability to work in a very dynamic environment – must have flexibility with an ability to focus.

Other Qualifications

The physical demands and work environment described here are representative of the conditions that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this Job, the employee is regularly required to stand. The employee is frequently required to walk and frequently use stairs; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance; talk or hear and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment

The environment is frequently that of a normal office, however, certain duties requires passing through or working in a shop environment. While in the shop, the employee may be exposed to moving mechanical parts, sparks, loud noise, trip hazards and possible fumes.