



TITLE: Custodian

QUALIFICATIONS: High School Diploma or equivalent

EXPERIENCE: Previous custodial experience with building and grounds maintenance required

REPORTS TO: Facilities and Network Director

JOB REQUIREMENTS

- Good communication skills while maintaining a professional attitude focused on our mission
- Motivated and detail oriented
- Mechanical ability and knowledge of building systems
- Ability to lift 50 pounds, stand for 4-6 hours, climb stairs, ladders, etc.
- Ability to learn new procedures quickly
- Valid Michigan Driver’s license and automobile insurance

PERFORMANCE RESPONSIBILITIES

- a. Cleans building and grounds according to established standards.
- b. Cleans, orders and restocks as needed.
- c. Works with contracted maintenance and suppliers.
- d. Performs minor maintenance when required.
- e. Disposes of trash properly and safely.
- f. Opens and closes building as needed.
- g. Occasional snow removal or clearing outside walkways of ice.
- h. Remove insect nests, other pests as needed.
- i. Completes required documentation as instructed.
- j. Provides support to cover other staff and organizational events.
- k. Works with Facilities and Network Director to help identify and resolve building problems.
- l. Provides Meals on Wheels support when required.
- m. Arranges chairs/tables in rooms before/after meetings; cleans rooms after meetings or as needed.
- n. Performs minor landscaping and maintenance.
- o. Maintains knowledge of proper cleaning chemicals and use.
- p. Other duties as assigned by Facilities and Network Director.
- q. Maintains confidentiality appropriately.
- r. Understands and follows agency policies and procedures especially regarding safety.
- s. Understands and supports agency mission.

Reviewed and Agreed to by: _____ Date: _____