

CUSTODIAN

Department: Vocational Approved By: _____

Date Written: 12/28/95 Date Revised: 7-28-21

Supervisor: Maintenance Supervisor

Supervises: _____

JOB SUMMARY: Performs all aspects of custodial work required by Aspire, Inc. and ensures that all quality standards are met. Responds to requests made by building tenants as needed on a daily or weekly basis.

ESSENTIAL FUNCTIONS:

1. Performs periodic and daily custodial tasks as required. Typical duties include but are not limited to dusting, vacuuming, window washing, trashing, dust mopping, buffing, stripping/waxing hard floors, cleaning carpets, bathroom cleaning/sanitizing etc.
2. Communicates effectively.
3. Documents completion of tasks on appropriate forms as required.
4. Must prioritize, organize, meet timelines, and be detail oriented.
5. Must be tactful, pleasant, and utilize a friendly approach when dealing with others.
6. Attends and responds to emergency situations as they arise.
7. Complies to Aspire, Inc. policies and procedures
8. Complies to applicable accreditation standards.
9. Complies to safety and sanitation regulations.
10. Completes, obtains, disseminates, updates and file all applicable forms/reports.
11. Attends extracurricular activities, workshops, inservices, and meetings as necessary.
12. Maintains supplies, materials, and equipment.
13. Maintains an assigned inventory.

ADDITIONAL FUNCTIONS

1. Performs other reasonably related duties as assigned.

EDUCATION/EXPERIENCE/OTHER REQUIREMENTS:

1. Must be able to stand, stoop, lift moderate weights, and pull/push items up to 50lbs.
2. Must be at least 18 years of age.
3. Basic fluency in oral and written English.
4. Must perform multiple tasks at one time.
5. Must be tactful, pleasant, and utilize a friendly approach when dealing with others.

Every effort has been made to make your job description as complete as possible; however in no way is it stated or implied that these are the only duties you are required to perform. Other related duties necessary to meet the needs of the organization may be assigned to you.

Employee Signature

Date Reviewed