Custodian

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| Department: | | Maintenance | | Approved By: |  | |
|  | | | |  | | |
| Date Written: | | | 12/28/95 | Date Revised: | | 3/30/20, 11/16/23, 5/14/25 |
|  | | | |  | | |
| Supervisor: | Maintenance Supervisor | | | | | |

**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 employees 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/floor scrubber, buffing, stripping/waxing hard floors, cleaning carpets, bathroom cleaning/sanitizing, conference room set up, etc.
2. Effectively communicates verbally and in writing
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 use 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 safety and sanitation regulations.
9. Attends trainings and meetings as necessary.
10. Maintains supplies, materials, and equipment.
11. Maintains an assigned inventory.
12. 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. Fluency in oral and written English.
4. Must perform multiple tasks at one time.

*Every effort has been made to make your job description as complete as possible; however in no way is it stated that these are the only duties you are required to perform. Any one position may not include all of the listed items nor do the listed items include all functions which may be found in positions of this class. Aspire, Inc. reserves the right to make changes to job descriptions, job responsibilities and functions, employment practices, supervisory lines of authority, employment titles, etc. as it deems necessary.*

**By signing this, you agree that you are able to perform all of the required job duties and essential functions of this position with or without accommodations. If accommodations are needed for any of the above essential functions, please contact the Director of Human Resources.**

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Employee Signature Date Reviewed