



### **Job Description**

**Job Title: Custodian**

**Reports To: Campus Director**

**Position Responsibilities:**

- Keep all cleaning and paper supplies stocked and organized.
- Clean all floors; including carpet and tile
- Strip, wax and buff floors as needed
- Conduct spot treatment on floors when necessary.
- Clean all windows
- Maintain a clean entry way
- Clean bathrooms; ensure all paper supplies remain stocked.
- Room set up as requested.
- Light furniture moving as needed
- Moderate exposure to extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or noise.
- Considerable physical activity.
- Perform other duties as assigned

**Qualifications:**

- High School Graduate or GED
- Minimum one year experience
- Ability to work with minimal supervision
- Flexible hours

**Physical Requirements:**

- Ability to commute from one campus to another.
- Must be able to multi-task.
- Must be able to lift up to 20 lbs

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature