



POSITION TITLE:	Custodian – I-94
DEPARTMENT:	Maintenance
POSITION TYPE:	Non-Exempt
REPORTS TO:	Maintenance Supervisor

POSITION PURPOSE: Responsible for maintaining a clean and sanitary environment by the performance of custodial services.

ESSENTIAL FUNCTIONS

1. Performs custodial services, including floor care, restroom cleaning, dusting, vacuuming, window washing, and trash removal.
2. Using cleaning equipment and chemicals, must clean restrooms (sinks, toilets, mirrors, floors, dividers, etc.).
3. Must empty trash from containers, lifting up to 50 lbs. (replace liners and wipe clean if necessary).
4. Must use vacuum cleaners/ proper brooms/floor machines hard surface floors.
5. Provide on-site security, report security problems to appropriate individuals or agency.
6. Handle emergency maintenance problems quickly. Report routine and emergency maintenance problems to appropriate individual and in the necessary time frame.
7. Provide appropriate, printed travel information to persons using the facility.
8. Pick up litter in lots using dustpan and litter picker.
9. Must work a minimum of 2 hours extra to provide coverage due to absenteeism.
10. Fill and maintain tourism brochure racks.
11. Remove and repair surfaces damaged by graffiti.
12. Complete inspection report each shift.
13. Lawn care including mowing, weeding, grass pick-up, etc. (dayshift).
14. Follows all agency policies and procedures regarding the use and release of confidential information and confidential PHI (protected health information).
15. Adheres to all agency policies and procedures regarding ethics, client rights and dignity of persons served.
16. Adheres to Universal Precautions for all functions, uses protective equipment as necessary and required.
17. Maintains a positive and enthusiastic attitude.

ADDITIONAL RESPONSIBILITIES

1. Perform light maintenance duties, change belts in vacuum, change mop heads.
2. General, miscellaneous cleaning.
3. Shall perform any other job related function as assigned.
4. Use riding mower, weed eater, leaf blowers, rakes, push mower to provide lawn care to grounds.
5. Clean picnic shelter, remove ashes from grills, scrub tables.
6. Raise and lower flags as needed.
7. Remove snow and ice from sidewalks using snow shovels and blower. Apply salt to surface.



### KNOWLEDGE AND SKILL

Ability to learn and follow cleaning routine, use judgment in handling non-routine projects such as clean up or spills, use mops, brooms, hand brooms, spray bottles.

### COMMUNICATION SKILLS

Pre-vocational Coordinator or Lead Custodian (personal contact and occasional telephone contact).

### PHYSICAL REQUIREMENTS

Push/pull brooms & mops, equipment & supplies, climb ladder to wash windows, squeeze spray bottles, lift, hold, and carry custodial equipment from site to site, must hand wipe and scrub various items ranging from floor level to 8 foot high. Must be able to push and pull all custodial equipment. May lift/carry up to 50 pounds.

### MENTAL REQUIREMENTS

Safe and correct use of chemicals. Mix chemicals in correct ratio.

### EDUCATIONAL REQUIREMENTS

High school diploma preferred, equivalent job experience will be considered.

### TOOLS AND EQUIPMENT USED

- Vacuum – pick up dirt and debris from carpeted floors.
- Brooms – pick up loose debris from all hard floors.
- Mop & Bucket – apply and pick up wet solutions applied to floors.
- Spray Bottle – apply liquid cleaners to sanitize surfaces.
- Rags – wipe various surfaces until they are clean and dry.
- Floor Squeegee – remove water spills quickly from restroom floors.
- Plunger – open clogged toilets quickly to prevent water overflowing.
- Window squeegee – clean entrance windows in a clean and streak-free manner.

### ADDITIONAL REQUIREMENTS

- Reliable transportation to and from job. Must be able to work independently, some flexibility with hours.
- Must be able to fill out cleaning reports.
- Will be subjected to dust and cleaning chemicals.
- Must adhere to all necessary safety requirements.
- Responsible for the safety of staff and/or clients in work area.



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Custodial-Rest Area

SUBJECT: HEATING AND AIR CONDITIONING POLICY

When the Rest Area building becomes excessively warm or cool, the following procedure is to take place.

1. Staff member is to check both thermostats located on the back wall of the lobby near the ceiling. The thermostat settings should be 65 degrees when heating the building and 75 degrees when cooling the building.
2. The front doors or restroom windows are not to be propped open when the building is being heated.
3. Try to wait until the day shift to report any problems and let the Crew contact the State Highway Department.
4. If the building becomes too hot or cold (and after checking both thermostats) the staff member on duty should call the phone list **in the proper order** to get approval to make changes and **ESPECIALLY BEFORE CALLING SOMEONE FROM THE STATE HIGHWAY DEPARTMENT.**

I have reviewed and received a copy of this job description and a copy of the Department/Agency Organizational Chart that includes the names of current persons in each department, my supervisor's name, and my HIPAA classification.

Supervisor: Maintenance Supervisor Supervisor at Hire: See Start Letter, Staff Roster/Org Chart

Notice: This job description is not intended to be, nor should it be construed as a contract for employment. Paladin, Inc. makes no guarantee of permanent employment. This job description is to be used as a guideline to give you an understanding of what Paladin has defined this position to be.