



POSITION TITLE:	Custodian
DEPARTMENT:	Maintenance
POSITION TYPE:	Non-Exempt
REPORTS TO:	Maintenance Technician/Maintenance Supervisor

POSITION PURPOSE:

Responsible for maintaining a clean and sanitary environment by the performance of basic 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 20 lbs. (replace liners and wipe clean if necessary)
4. Must use vacuum cleaners and proper brooms.
5. Will be required to respond to “hazardous clean-up” calls.
6. Reports any problems at the job site(s) to the immediate supervisor in a timely manner.
7. Performs custodial tasks as necessary to job site. (see job specifications)
8. Follows all agency policies and procedures regarding the use and release of confidential information and confidential PHI (protected health information).
9. Adheres to all agency policies and procedures regarding ethics, client rights and dignity of persons served.
10. Adheres to Universal Precautions for all functions, use protective equipment as necessary and required.
11. Maintain 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.

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, and spray bottles.

### COMMUNICATION SKILLS

Supervisor                      Periodic personal or telephone contact, as needed, to communicate needs for assistance or scheduling.

### 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 20 pounds.

### EDUCATIONAL REQUIREMENTS AND MENTAL REQUIREMENTS:

High school diploma (or GED) preferred., equivalent job experience will be considered.  
Safe and correct use of chemicals. Mix chemicals in correct ratio.

### 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.

### ADDITIONAL INFORMATION

1. Reliable transportation to and from job. Must be able to work independently, some flexibility with hours.
2. Will be subjected to dust and cleaning chemicals.
3. Must adhere to all necessary safety requirements.
4. Responsible for the safety of staff and clients in work area.

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.

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.

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