

Wolf Ridge Environmental Learning Center

Job Description

Job Title: Custodian
Department: Custodial
Reports To: Custodial Department Supervisor
FLSA Status: Non-exempt, hourly
Prepared By: Executive Director
Prepared Date: 9/15/16
Approved By: Peter Smerud
Approved Date: 9/15/16

Summary: As a member of a team of custodians, is responsible for the regular cleaning of the Wolf Ridge campus buildings. During slower periods of occupancy, deep cleaning and/or light maintenance duties are assigned.

1) ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responds to customer needs.
- Dusts and vacuums all rooms, common areas, and hallways of assigned building or area. Cleans, scrubs and mops bathrooms. Wash windows as needed.
- Cleans and scrubs the carpets as needed or directed. Sweeps entry ways inside and outside. Strips and waxes floors as needed or directed.
- Cleans and sorts laundry. Keeps laundry room clean.
- Empties trash and garbage containers.
- Conducts weekly bed bug inspections in all dorm rooms.
- Fills in for other employees in the same department as needed.
- Restocks supplies as needed.
- As assigned, conducts deep cleaning of regularly attended to areas.
- Conducts light household type maintenance, e.g. interior wall painting, light bulb replacement.
- Other assigned duties by supervisor and/or administration.

2) SUPERVISORY STATUS

None

3) PERFORMANCE EXPECTATIONS

To perform this job successfully, an individual should demonstrate the following competencies and skills:

Problem Solving - Actively addresses problem areas by either fixing them directly or notifying the appropriate staff person. Able to deal with frequent change, delays, or unexpected events.

Task Management - Completes projects on time; uses time efficiently; works hard to accomplish duties; generates suggestions for improving work; monitors own work to ensure quality.

Customer Service - Responds promptly to customer needs, inquiries and requests for assistance; approaches customers in a tactful and polite manner and treats them with respect; exhibits behavior appropriate to working around children.

Teamwork - Shares expertise with others; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.

Professionalism - Treats customers and fellow staff with respect and consideration; accepts responsibility for own actions; follows through on commitments; is consistently at work and on time. Exhibits an overall positive, "can-do" attitude toward work. Promotes a trusting and friendly working atmosphere.

Organizational Support - Follows employee policies and procedures; supports organization's goals and values; conserves organizational resources; ensures work responsibilities are covered when absent; follows instructions, responds to management direction; commits to long hours of work when necessary to reach goals or complete a project.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Safety - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

4) EDUCATION AND EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

5) OTHER QUALIFICATIONS

Language and Math Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Certificates, Licenses, Registrations

Required: Valid Driver's License

6) PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is regularly required to stand and walk; use hands to handle or feel; reach overhead with hands, arms and shoulders in all directions; stoop, kneel, crouch, or crawl. The employee is frequently required to push and pull floor cleaning equipment, sweep and mop. Will need to climb and work from a ladder. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift over 50 lbs.

7) WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate. Employee is exposed to cleaning solutions on a regular basis.

The employee is regularly working in the presence of customers, including primarily children.