

JOB DESCRIPTION

Title: Custodian	Reports to: Directors
Department: Administration	Date: 2024

Summary: Seeking a dedicated and detail-oriented Custodian to join our team. The ideal candidate will be responsible for maintaining cleanliness and orderliness in two facilities, ensuring a safe and pleasant environment for all occupants. This role requires a proactive approach to custodial duties, with an emphasis on commercial cleaning and facilities maintenance. The two locations include the Academy for Children and our Olathe office.

ESSENTIAL RESPONSIBILITIES/FUNCTIONS:

1	Maintain entrances, lobby and hallway areas. Including dusting hard surfaces and furniture, vacuuming, moping hard surface floors, cleaning glass on doorways and conference rooms, clean and polish water fountains.
2	Empty trash and replace liners as needed in all receptacles
3	Clean and disinfect toilet bowls and urinals, scour and disinfect sinks and fixtures, clean countertops, clean glass mirrors, spot clean walls, partitions, restock bathrooms with supplies, mop floors and sweep.
4	Pull trash in all office areas daily and vacuum as needed.
5	Maintain custodial closet and clean sinks, maintain equipment and supplies, remove boxes.
6	Wipe down the elevator and make sure all common areas are kept clean
7	Ensure that all cleaning supplies and tools are safely stored and secured.
8	Handle industrial cleaning tasks as needed, ensuring all areas meet health and safety standards.
9	Collaborate with other team members to ensure efficient operations and address any facility maintenance issues promptly.
10	Olathe office – clean all common areas on 2 nd floor tenant space. Dust conference room, empty trash in common areas, clean small kitchenette, restock bathrooms and vacuum common areas.
11	Assist with making sure parking lots and sidewalks are safe from debris, ice and snow. During winter months, throw salt on parking lot and entrances.
12	Minor maintenance support as needed in the sites
11	And other duties as assigned by the supervisor or manager.

KEY COMEPTENCIES/SKILLS:

- Ability to bend, kneel and squat many times per day.
- Ability to lift and carry up to 45 pounds several times per day.
- Ability to use cleaning equipment properly
- Demonstrate problem solving skills
- Ability to perform multiple tasks
- Effective communication skills

POSITION REQUIREMENTS:

- Minimum of high school diploma or GED

ADDITIONAL REQUIREMENTS:

- Attitudes, knowledge and skills to deliver culturally competent services

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Signatures

This job description has been approved by all levels of management:

Manager _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____