

Custodian

SUMMARY OF DUTIES

The Custodian is responsible for maintaining the cleanliness of the building and assisting with a variety of semi-skilled manual work in the maintenance, repair and energy management of Agency buildings.

REPORTING RELATIONSHIP

Reports to the Facilities Operations Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Maintains work area in clean and orderly condition as well as tools and equipment.
- Checks daily building, grounds and facilities for damage, malfunctions, etc.
- Monitors all safety hazards and takes remedial action to ensure correction.
- Performs and assists with snow removal.
- Maintains grounds, cuts grass, picks up branches, debris, and garbage, Cleans drains, erects and repairs fencing, trims bushes.
- Maintains all aspects of buildings and grounds.
- Performs other maintenance and repair work on equipment as assigned.
- Uses auto-scrubbing machine on hallways.
- Sweeps and mops floors and stairwells.
- Dusts.
- Vacuums floors.
- Strips and waxes floors.
- Cleans all bathrooms.
- Checks and replenishes supplies of paper towels, toilet tissue and soap.
- Cleans glass doors.
- Wipes down office doors.
- Removes garbage from the building.

Cantalician Center – Job Description

- Keeps supply room and slop rooms neat and orderly.
- Keeps outside doorways clean.
- Locks up the building when required.
- Reports any equipment that is broken to Facility Operations Manager.
- Consistently complies with all Agency policies and procedures.
- Constantly maintains high performance standards at work with regard to personal behavior and interactions with staff, consumers and outside agencies.
- Performs other duties as assigned by the Facilities Operations Manager.

SKILLS & ABILITIES

- Ability to make routine repairs and adjustments to a variety of mechanical equipment
- Ability to understand and follow routine oral and written instructions
- Ability to get along well with others
- Mechanical aptitude
- Industrious and dependable

EDUCATION & TRAINING

Preferred: Trade school certification; 3-5 years custodial experience; Associate's Degree

Minimum: High school diploma and 1-2 years prior experience; New York State Driver's license in good standing; reliable transportation to get from site to site as required.

Cantalician Center – Job Description

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 with or without reasonable accommodation(s).

PHYSICAL DEMANDS

On-the-job time is spent in the following physical activities

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Stand				X
Walk				X
Sit	X			
Talk or hear				X
Use hands or fingers, handle or feel				X
Push//Pull			X	
Stoop, kneel, crouch or crawl			X	
Reach with hands and arms			X	
Stair climbing			X	

This job requires that weight be lifted or force be exerted.

Amount of Tim

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Up to 10 lbs.		X		
Up to 25 lbs.			X	
Up to 50 lbs.				X

This job has special vision requirements. Check all that apply

- Close Vision (clear vision at 20 inches or less)
- Distant Vision (clear vision at 20 inches or more)
- Color Vision (ability to identify and distinguish colors))
- Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes
- Dept Perception (three dimensional vision; ability to judge distances and spatial relationship
- Ability to Adjust Focus (ability to adjust eye to bring an object Into sharp focus)
- No Special Vision Requirements

Specific demands not listed:

Ability to work under pressure and multi-task. _____

WORK ENVIRONMENT

This job requires exposure to the following environmental conditions

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Work near moving mechanical				X
Fumes or airborne particles			X	
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	

The typical noise level for the work environment is:
Check all that apply.

- Very Quiet
- Quiet
- Moderate Noise
- Loud Noise
- Very Loud Noise

Hearing:

- Ability to hear alarms on equipment
- Ability to hear students/individual calls
- Ability to hear instructions from department Staff

REPETITIVE MOTION ACTIONS

Number of Hours

Repetitive use of hands 0 1-2 3-4 5-6 7 +

A. Right only					
B. Left only					
C. Both					X

Grasping: simple/light:

A. Right only					
B. Left only					
C. Both				X	

Grasping: Firm/heavy

A. Right only					
B. Left only					
C. Both					X

Fine Dexterity:

A. Right only					
B. Left only					
C. Both		X			