



**Position Title:** Custodian  
**Department:** Business  
**FLSA Status:** Part Time Hourly, Non-Exempt  
**Schedule:** 7-2 Saturdays and Sundays

**Reporting Relationships:** Reports to Chief Business Officer

**Position Overview:** The custodian's job is to keep the building and grounds clean and safe. The custodian is a semi-skilled employee who works directly cleaning using soaps, chemicals, waxes and the use of various machines.

**Agency Wide Duties and Responsibilities:**

- Support the mission, program philosophy and values of Port Chester Carver Center
- Support and facilitate positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace.
- Comply with all policies and procedures as defined by the Employee Handbook

**Position Specific Duties/Responsibilities:**

- Clean and sanitize restrooms/bathrooms using established practices and procedures.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors and offices.
- Empty/clean wastebaskets and trash containers from all classrooms and offices.
- Replace light bulbs; refill restroom dispensers.
- Assist with the setup of meetings, classrooms, conferences, events, etc.
- Use and maintain assigned high-pressure washer, vacuum, brooms, mops for the cleaning and general maintenance of floors, walls and carpets.
- Wash walls and equipment; use ladders when required in work assignments. Lock and unlock buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Move furniture, equipment, supplies and tools on an incidental basis.
- Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops.

- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovating.
- Attend to emergencies when necessary: attend safety meetings and other related meetings.
- Handle Recycling, materials, call in work orders.
- Assist in the instruction and supervision of student help, assist with inventory control and security.
- Support and enforce all policies, university and governmental such as One Call, OSHA/ WISHA rules, university health and safety regulations and guidelines, etc.
- Perform related duties as required.

**Position Qualifications:**

- At least 2 years' experience as a custodian

**Training Requirements to Attain Position:** No training requirements needed

**Training Requirements to Maintain Position:** No Training Requirements needed

**Physical and Sensory Requirements**

- Capable of performing labor as necessary at designated times

**ACKNOWLEDGEMENT**

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions. This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Management has the right to revise this job description at any time.

This description does not create an employment contract, implied or otherwise, other than an 'at will' relationship.

By signing below, I acknowledge that I have read the job description and that I understand the explanation that was provided.

Name (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_