

Building Custodian Job Description

Reports to:	Building Maintenance Supervisor
Classification:	Non-Exempt
Department/Site:	Facility Maintenance

Major Functions:

Under the direction of the Building Maintenance Supervisor, the Building Custodian maintains building and grounds by providing housekeeping, grounds keeping.

Essential Functions:

- Maintains building interior by dusting and polishing furniture, equipment, mirrors, paintings, fixtures, washing windows, counters, walls, sweeping, scrubbing, cleaning and vacuuming carpet, resupplying restores, replacing light bulbs.
- Maintains building accessibility and appearance by picking up debris, washing windows and doors.
- Maintaining a safe and clean building.
- Monitor the entrance area and all waiting areas. Make sure building is lock and secure daily after business hours.
- Transports trash and other debris from collection points to designated area.
- Dust surfaces, damp wipe furniture, clean and polish metal and porcelain fixtures in bathrooms.
- Maintain equipment in a clean and orderly manner and restock supplies as needed.
- Identifies and reports any unsafe/unsanitary conditions to supervisor.
- Clean emergency spills as observed or requested. Sanitizes and sterilizes clinic areas.
- Monitor bathrooms for soap spills, paper tile replacements, and ample supply of tissue, deodorant spray and overflowing trash cans or water on floor.
- Maintain employees break room in clean and orderly fashion.
- Sweep outside entrance leading into the building periodically.
- Attend meetings as required.
- Mop and buff floors daily.
- Maintain waiting room chairs for spills and other markings.
- Knowledge of basic housekeeping skills. Must be able to perform multiple tasks, recognize areas of deficiencies and correct or report to Administration.
- Performs other work related duties as necessary.

GACFHC reserves the right to revise or change job duties, work sites and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Relationships: Directly responsible to the Building Maintenance Supervisor.

Educational/Skills: High School Diploma or GED.

Physical and Environmental Demands:

Requires full range of body motion including manual and finger dexterity as well as eye-hand coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing up to 50 pounds or more. The task require frequent kneeling, twist, lift, ability to grasp firmly, carry, push and pull. Must be able to handle a buffing machine, may require the use of a ladder, could require working under stressful conditions at times and may have some exposure to communicable disease or bodily fluids. Must have the capabilities to operate a 7 passengers or higher vehicle and have the capabilities to sit for long periods of time while transporting for the organization. Must maintain a safe driving record, current Mississippi licensure and insurable.

I acknowledge that I have read this job description and I understand and accept the performance expectations described.

Signature of Employee

Date

Signature of Supervisor

Date