



Position Title: **Custodian**

Reports To: Supervisor of Custodial Services

Location: Varies

I. Position Summary:

Performs a variety of cleaning duties in common areas including vacuuming, dusting, mopping, buffing and waxing floors.

II. Principal Responsibilities:

1. Clean Common Areas

- Clean dining rooms.
- Clean laundry rooms.
- Vacuum common areas.
- Vacuum office areas if applicable.
- Clean common bathrooms.
- Clean staff bathrooms.
- Perform buffing and waxing of floors.
- Maintain building accessibility and appearance including trash removal.
- Snow removal of sidewalks

2. Maintain Equipment & Supplies

- Inventory cleaning supplies and order through Supervisor. *
- Ensure all cleaning equipment is in safe and proper working condition.

3. Perform Other General Duties

- Work independently and as part of a team to carry out job duties
- Communicate in a positive and respectful manner with residents, co-workers, family members and visitors.
- Provide back-up for other custodial staff as needed.
- Attend CSC and department staff meetings.

III. CSC Standards of Conduct:

- Demonstrates a commitment to the mission and values of CSC.
- Demonstrates respectful and effective communication with co-workers, residents, families and vendors.
- Protects the privacy and confidentiality of information related to residents, families, staff and general CSC operations.
- Communicates a positive image about CSC to the community.
- Conducts him/herself in a safe manner by adhering to all safety practices, rules and standards throughout the work day.

- Demonstrates a commitment to quality and proactively seeks to make improvements to systems and processes.
- Maintains a professional appearance that is appropriate for his/her position.
- Reports to work on time, completes time card accurately in Evoclock, provides advance notice for time off, and appropriately manages CTO time.
- Demonstrates a commitment to integrity in work habits and use of CSC resources.
- CSC's mission and operations require that an employee is prepared to perform duties as assigned that may be outside his/her principal responsibilities.

IV. Minimum Qualifications:

Must possess a High School diploma or equivalent. Prior cleaning experience preferred. Prior experience working with seniors or individuals with disabilities preferred. Good communication skills and a friendly demeanor are required. Must be detail-oriented.

V. Working Conditions and Physical Demands:

- Exposure to chemicals and cleaning solutions.
- Must be able to lift/push up to 25 pounds.
- Exposure to body fluids, infection, odors and behavior of residents.
- Must be able to walk, lift, carry, stand, bend, squat, reach and kneel using good body mechanics for sustained periods of time.
- May operate buffer and snow-removal equipment.

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