Position Title: **Custodian**

Reports To: Supervisor of Custodial Services Location: Varies

1. **Position Summary:**

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

1. **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.

**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.
* Complete yearly assigned Relias trainings on time.
* Attend yearly mandated trainings: Back Safety, Blood Borne Pathogens.
1. **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 UKG, 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.
1. **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.

1. **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.

**Note: Non-Essential Duties are noted with an asterisk.**

**Employee Name (printed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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