



Custodian

Job Description

March 2008

Function of Work:

To perform routine manual tasks in maintaining the cleanliness, sanitary conditions and appearance of museum buildings and grounds. Will share some responsibilities with individuals hired or contracted for some custodian and grounds keeping activities.

Examples of Work:

- Cleans bathrooms, offices, hallways and any other assigned areas by sweeping, mopping, scrubbing, sanitizing and polishing.
- Empties and decontaminates trash containers.
- Moves, rearranges and dusts furniture and fixtures.
- Mixes or blends routine cleaning solutions to proper concentrations as necessary for various tasks.
- Cleans and waxes floors using dry and wet mops and/or machines.
- May strip and polish floors.
- Washes windows and walls with prescribed solutions.
- Sweeps and cleans sidewalks, entries and tiled surfaces.
- Operates wet/dry vacuum for cleaning and shampooing carpeted areas.
- Maintains equipment; reports needs for minor building or equipment repair to supervisor.
- Maintains inventory of cleaning supplies and reports ordering needs to supervisor in a timely manner.
- Replaces light bulbs and/or reports safety hazards to supervisor.
- Cleans trash and debris from the grounds when assigned.
- Set up and clean up for/after events.
- Performs custodial related duties necessary to maintain cleanliness and sanitary conditions.
- Performs many varied custodial tasks necessary for the upkeep of buildings and grounds.
- Responsible for the completion of specific projects and other duties as assigned.

Minimum Qualifications:

- Physical ability to perform manual work.
- Basic knowledge of cleaning supplies and basic safety procedures.
- Ability to be flexible with work schedule and work weekends.
- Organized and self motivated.
- Able to work independently, as a team member and under strict supervision.
- Capable of climbing and cleaning from ladders or scaffolding.
- Ability to lift at least 50 lbs.
- Previous custodial experience required.