



JOB DESCRIPTION

Job Title: Custodian

Location: Millington

Reports to: Human Resources Manager

Position Summary: The Custodian is responsible for performing janitorial duties ensuring all Indmar facilities are maintained in a healthy, safe and sanitary manner.

DUTIES AND RESPONSIBILITIES

1. Maintain floors by sweeping and mopping; Vacuum carpets and mats, cleaning carpets as needed or requested.
2. Clean and disinfect all restrooms and break areas; restock all paper products and soaps.
3. Empty trash in all offices and breakrooms to include taking cardboard to the appropriate bins for disposal.
4. Maintain outside walk areas including sweeping debris and emptying ashtrays and tobacco receptacles; wiping down or pressure washing tables as needed.
5. Clean and polish fixtures and water fountains.
6. Wash and dust windows, walls, baseboards and blinds as needed.
7. Maintain the front office entrance, including glass, doors and hardware
8. Perform various tasks in moving or rearranging furniture, desks and other equipment; help to set up Training Room for meetings, dinners, etc.

9. Ensure cleaning materials and supplies are stored in a safe and orderly manner, maintaining an adequate inventory.
10. All other duties as assigned.

KNOWLEDGE AND SKILLS:

1. Must be able to read, write and speak English.
2. Knowledge of methods of cleaning and preserving floors, walls and fixtures; Cleaning materials and disinfectants, equipment and tools used in custodial work.
3. Must be familiar with the operation of vacuums, floor scrubber, ladders and step stools.
4. Ability to verbally communicate well with others.
5. Must have a friendly demeanor and be a team player.

EDUCATION AND WORK EXPERIENCE

1. High School graduate or GED.
2. A minimum of 1-2 years of custodial experience is required.

ENVIRONMENTAL CONDITIONS:

Work is performed primarily in an indoor environment, with regular travel to/from facility buildings; Exposure to dust, grease, odors, and cleaning agents.

PHYSICAL EFFORT:

Primary functions require sufficient physical ability necessary for mobility to walk and stand for prolonged periods of time; stoop, bend, kneel, crouch, climb, reach and twist; regularly push, pull, lift, and/or carry light to moderately heavy objects and occasionally objects up to 50 pounds.

SAFETY EQUIPMENT REQUIREMENTS:

Safety glasses, gloves, dust mask when in required areas.