



Position Description

Title: Custodian		
FLSA Class: Non-Exempt	EEO Category:	WC Class: 8861
Job Title #010009	Salary Grade:	Purchase authority: 0
Date Approved: May 7, 2018		
Revision Date: February 17, 2021		
Revision	Licensure:	

Purpose of Position

Provide custodial services for designated buildings. The custodian reports to the manager or director.

Major Duties (*Essential Element)

- Follows housekeeping schedule and scope of work as outlined by supervisor*
- Maintains and cleans all floors, walls, glass surfaces, picking up debris, sweeping, mopping, wiping down, scrubbing and vacuuming surfaces*
- Cleans, monitors, and maintains restrooms, break rooms, offices, classrooms, corridors, entryways, walking areas and common use areas*
- Empties trash receptacles replace liners and places trash in dumpsters
- Replenishes personal care products and sanitary supplies
- Wipes down chairs/sanitizing chairs, countertops, desks, light switches, light lenses, door handles, door jambs, railings, doors, stalls and fixtures
- Other duties as needed for the betterment of Great Circle

Competencies

- Judgment – ability to make thoughtful decisions in a timely and confident manner
- Execution & Results – ability to adapt to change, effectively cope with the unexpected, systematically problem solve, follow-through and ensure accuracy
- Customer Focus – properly interacts with others, the ability to work independently or with a team, ethically minded
- Motivation & Work Ethic – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner

- Trauma Informed – demonstrates commitment to learn and apply trauma-informed principles, as appropriate by role, and to understand impact of stress and trauma to clients, colleagues and self

Required Education and Experience

- High School Diploma or equivalent

Preferred Education and Experience

- Experience working with children and families in a trauma informed environment

Qualifications

- Possesses a current, valid MO driver's license and meets the Great Circle requirements for driver's insurance
- Demonstrated ability to read, write, speak, and understand the English language proficiently
- Demonstrated high degree of reliability and ability to work independently

Working Conditions

Office, school, cafeteria or home environment. Working environment generally favorable. Exposure to dust, noise/vibration, and various cleaning environments.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. The position requires constant pushing, pulling, carrying, lifting, stooping, walking, use of hands to handle or feel, as well as lifting up to 25 pounds and heavy work. The position requires occasional climbing, balancing, kneeling, and crouching. The position rarely requires sitting, talking or crawling. Use of chemicals associated with cleaning. This position occasionally lifts up to 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____ Date: _____

Employee signature: _____