



Title: Custodian I

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to perform a variety of unskilled tasks for the custodial care and maintenance of buildings and properties. This is accomplished by maintaining a general cleanliness and appearance of properties; cleaning of restrooms; sweeping; vacuuming; dusting; maintaining trash cans; and washing windows. Other duties include setting up tables and chairs; performing lawn care and grounds maintenance functions; and finishing other tasks as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	Maintains the general cleanliness of the building by sweeping; mopping; refreshing bathrooms; dusting; vacuuming; picking up trash; wiping down countertops; and washing windows.	70%
2	L	Prepares areas for functions by setting up tables and chairs; cleaning chairs; setting up trash cans; and fixing the stage and stage curtains.	20%
3	L	Performs lawn care and grounds maintenance functions by picking up trash; emptying outdoor trash cans; and sweeping the entry way.	10%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge is equivalent to less than high school or equivalency.
Experience	No experience required.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information.
Freedom to Act	Receives Immediate Direction: The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Technical Skills	Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	This job title has no budgetary/fiscal responsibility
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	None.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	None



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	X	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	observing work duties, observing work site
Sitting	R	driving
Walking	C	around work site
Lifting	F	equipment, supplies
Carrying	F	equipment, supplies
Pushing/Pulling	F	equipment
Reaching	F	for supplies
Handling	R	paperwork
Fine Dexterity	N	
Kneeling	F	retrieving items from lower shelves/ground
Crouching	F	retrieving items from lower shelves/ground
Crawling	O	under equipment
Bending	F	retrieving items from lower shelves/ground
Twisting	O	getting inside vehicle
Climbing	O	ladders, stairs, step stool
Balancing	O	on ladders, on step stool
Vision	F	observing work site
Hearing	F	listening to equipment
Talking	O	communicating with co-workers and public and on telephone
Foot Controls	O	driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Broom, mop, and vacuum cleaner.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	O
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	M
Extreme Temperatures	S
Noise and Vibration	W
Wetness/Humidity	M
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, gloves, and hearing protection.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	R
Emergency Situation	R
Frequent Change of Tasks	R
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	R
Working Closely with Others as Part of a Team	R
Tedious or Exacting Work	R
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.