

Custodian

Brief Description

The position of Custodian performs various functions in ensuring the safety and cleanliness of Tusen Tack Thrift Store and Braham Event Center. The custodian must be committed to their job with excellent work ethic. The custodian must report building needs and work closely with the Lead Custodian and assist to meet the organization's standards in reporting to work schedules, cleanliness and safety.

This position reports specifically to the Lead Custodian.

Responsibilities – Event Center Facility

- Set up tables and chairs as directed by the Event Coordinator
- Re-set tables and chairs to Bingo format after all events unless noted otherwise
- Vacuum all rooms that were used by the renter, including the foyer and hallways
- Sweep and mop kitchen and multipurpose room floors and dance floor after each use
- Sweep and mop entryways as needed
- Put up signs to signal wet floors during cleaning or to show any other form of safety situation in the surroundings
- Remove all noticeable scuff marks and stains from flooring
- Keep the windows and glass smudge free
- Empty all garbage and dispose in outside designated containers
- Clean, sweep and mop all bathrooms, including library and food shelf bathrooms
- Disinfect and sanitize door handles, water fountain, light switches and other heavily touched areas
- Maintain cleanliness of outside of building making sure that sidewalks and parking lot are clean by picking up litter and disposing of properly
- Clean sidewalk areas from debris and/or snow
- Observe systems of the building and notify the Lead Custodian when the building and equipment needs repairing
- Maintain and request cleaning supplies used in carrying out daily duties; Complete and forward the required supply request form to the Lead Custodian
- Re-stock supplies where needed in the facilities, i.e. paper towels, toilet paper
- Perform deep cleaning tasks according to established schedule and organization's standards

Responsibilities – Thrift Store Facility

- Vacuum all carpeted rooms, sweep and mop all hard flooring
- Put up signs to signal wet floors during cleaning or to show any other form of safety situation in the surroundings
- Remove all noticeable scuff marks and stains from flooring
- Keep the windows and glass smudge free
- Empty all garbage and dispose in outside designated containers
- Clean, sweep and mop all bathrooms
- Disinfect and sanitize door handles, light switches and other heavily touched areas
- Maintain cleanliness of outside of building making sure that sidewalks and parking lot are clean by picking up litter and disposing of properly
- Observe systems of the building and notify the Lead Custodian when the building and equipment needs repairing
- Maintain and request cleaning supplies used in carrying out daily duties; Complete and forward the required supply request form to the Lead Custodian
- Re-stock supplies where needed in the facility, i.e. paper towels, toilet paper
- Follow the weekly deep cleaning checklist

Custodian

Other Responsibilities

- Other duties as assigned

Skills/Abilities/Knowledge

- Must have the skills to complete the responsibilities
- Must be familiar or have good knowledge of cleaning techniques, cleaning chemicals and procedures
- Complete different tasks that require physical endurance such as bending over, carrying trash and climbing ladders
- Must be able to lift up to 50 pounds
- Ability to manage one's own time
- Provide flexibility in hours required to complete job, i.e. may require cleaning to be completed after wedding event late at night or early next morning before next event; Hours will vary during week and weekends
- Reliable, responsible and dependable in fulfilling obligations
- Honesty and ethics
- Attention to detail and thorough in completing work tasks
- Ability to be pleasant with others and be a positive team member
- Be sensitive to others needs and helpful on the job
- Must have an internal commitment to do an excellent job and care deeply about the areas that you clean
- Ability to identify higher priority to lower priority responsibilities when time is limited according to organization's standards
- Make sure assigned tasks are executed in a timely and orderly manner

Requirements

- Must be 18 years of age or older
- Must be able to meet physical requirements of position
- High School Diploma or equivalent

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Job descriptions are subject to change by the Tusen Tack organization as the needs of the organization and requirements of the job change.