

## ***Custodian Job Description Town of Unity***

### **Custodial Duties and Responsibilities**

- Keep the building clean and orderly.
- Perform routine maintenance activities.
- Perform cleaning activities
- Sweep, mop, scrub and or vacuum floors
- Gather and empty trash
- Scrub, sanitize and supply restroom
- Dust furniture, walls and equipment
- Clean windows, mirrors and desktops
- Mix cleaning solutions
- Manage inventory of cleaning supplies
- Notify office staff of damage, repairs needed and supplies order requests

### **Custodian Qualifications and Skills**

- Knowledge of standard cleaning procedures
- Ability to stand walk and bend
- Ability to perform repetitive motion
- Experience with using cleaning equipment such as vacuum cleaners, and cleaning solutions
- Knowledge of occupational hazards safety rules
- Communication skills
- Ability to lift 50 lbs.