



Summary Position Description

POSITION TITLE:	Part-Time Custodian – Elizabeth /Savanna
DEPARTMENT:	Member Services
REPORTS TO:	Member Care Manager
DIRECTLY SUPERVISES:	None
FLSA CLASS:	Non-Exempt, Part-Time (Not To Exceed 1,000 hours annually)

Position Summary

Responsible for maintaining a clean environment in which our employees work. This position is not to exceed 1,000 working hours in a calendar year and will be used as a replacement when the full-time custodian is unavailable to work.

Essential Responsibilities and Duties

1. Daily Duties.

1. Empty wastebaskets
2. Clean sinks/stools/urinals/mirrors in restrooms.
3. Clean water coolers.
4. Clean windows in lobby as needed.
5. Clean kitchen sinks.
6. Vacuum meeting rooms that are used that day, i.e., Board Room and Multi-purpose room.
7. Sweep/Clean hallways & entrances
8. Sweep sidewalks in front of doors.
9. Sweep entire Operations area.
10. Vacuum runners in Operations area
11. Make sure only designated lights are left on.
12. Make sure front/back doors are locked and at the Elizabeth office, three doors in the hallway downstairs are closed.
13. Remove marks on floors as needed.
14. Sweep crew room
15. Wash coffee pot near the CEO's office, plus thermos and cups
16. Remove trash in front of the building & parking lot – Savanna office.
17. Wipe member areas down with disinfectant i.e.: counter, door, handles, etc.

2. Weekly Duties in addition to the daily duties

1. Vacuum/mop all rooms on scheduled rotation.
2. Vacuum chairs as needed.
3. Empty vacuum canisters
4. Wash/scrub floors in Operations area.
5. Dust as needed.
6. Clean wall monitors as needed.
7. Water Jo-Carroll plants

8. Order Cleaning Supplies.
9. Other duties as assigned.

3. Monthly Duties

1. Check batteries in air-freshener
 2. Dust pictures & mopboards in office entry ways
 3. Clean cobwebs
 4. Wash/scrub lower-level hallways in Elizabeth
 5. Change furnace filters
 6. Wash Coffee pots, cups and trays after Board Meetings
 7. Clean microwaves and refrigerators
 8. Defrost small refrigerator (by board room entrance) as needed
 9. General maintenance as required.
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Accountabilities

1. Interacts with employees to create an understanding and support of the cooperative.
 2. Requires efficient work habits with special attention to detail.
 3. Team facilitation, as measured by behavior characteristics, internal collaborative efforts and internal process enhancements.
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Qualifications

1. A high school diploma or equivalent.
 2. 6 months cleaning experience.
 3. Ability to understand and follow basic oral and written instructions.
 4. General knowledge of cleaning supplies and equipment.
 5. Ability to be on your feet for long periods of time.
 6. Ability to multitask and manage time.
 7. Valid Driver's License.
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Working Conditions

1. Indoor, office environment.
Working hours vary depending on location and assignments.
2. Additional hours may be required, as necessary.

Physical Demands of the Position

1. Must be able to lift items that weigh up to 50 pounds regularly and up to a 100 pounds occasionally.
 2. Position requires the ability to hear, use near and far vision, stand, walk, kneel, bend, crouch, crawl, twist upper body, and manipulate a variety of objects and tools using arms, hands, and fingers.
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Revised
06/07/21
04/13/22