

College of Southern Idaho Head Start/Early Head Start  
JOB DESCRIPTION

JOB TITLE: Custodian  
SALARY LEVEL: D

LAST UPDATE: 2013  
REPORTS TO: Center Supervisor

MISSION STATEMENT: Performs light- and heavy-duty cleaning of building(s) and lawn maintenance in assigned area and performs related work.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Maintain safe working habits to insure a safe working environment
3. Building maintenance and minor repairs
4. Clean, sanitize, and polish lavatory and sink fixtures
5. Dust, wash and sponge mop
6. Sanitize and shampoo furniture, woodwork, walls, windows, and glass items
7. Clean shades and covers on light fixtures
8. Replace light bulbs
9. Remove waste and debris from areas
10. Sweep, vacuum, and shampoo carpet
11. Strip, wax, and buff tile floors
12. Move furniture
13. Lawn/grounds maintenance
14. Perform snow removal when applicable
15. Look after assigned equipment to insure maximum life and efficient operation
16. Monitor inventory
17. Develop and update MSDS binder
18. Participate in an individualized continuing education plan including CPR and First Aid

ADDITIONAL:

- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:

- High School Diploma or GED
- Requires some knowledge of: methods, materials, and equipment used in light- and heavy-duty custodial work; custodial safety practices; and cleaning agents and related products and their possible reactions
- Current driver's license
- Ability to operate heavy-duty, high-speed vacuums, rug shampoos, strippers, and floor polishers, and perform minor maintenance of custodial equipment using small hand tools
- Experience with the use of mowers, trimmers, and other hand and power equipment
- Complete criminal record check from Department of Health & Welfare's Criminal History Unit prior to consideration for hire

I, \_\_\_\_\_ have read this job description and understand its contents.  
(Print your name here)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

Drug Free Work Place