



**Job Title:** Custodian I  
**Department:** Building and Grounds  
**Directly Reports To:** Custodian Supervisor  
**Location:** Kenosha Main Campus  
**Work Schedule:** Full Time

### **Position Summary**

Under general supervision, performs a variety of custodial duties in support of classroom and administrative operations.

### **Essential Duties and Responsibilities**

- o Responsibilities include, but may not be limited to tasks required to maintain the cleanliness, good order, sanitary and secure condition of facility spaces. Must be capable of working reliably and independently to carry out assigned tasks and work schedules.

### **Work Schedule**

- o As determined by supervisor

### **Job Description**

#### **Core Responsibilities:**

- o Sweeping, mopping, waxing, dusting
- o Washes (clean windows, walls, floors, chalkboard and furnishings)
- o Rearrange and move furnishings, set up, and tear down for events
- o Picks up paper and other debris, empty and clean trash receptacles
- o Operate vacuums, floor machines, buffers and carpet cleaning equipment
- o Understand and carry out both written and oral instructions to maintain a work schedule in the performance of cleaning tasks

#### **Secondary Responsibilities:**

- o Water plants, clean planter boxes, perform minor trimming and weeding
- o Read and recognize cleaning chemical labels
- o Properly select, mix and apply cleaning agents appropriate to the task

### **Qualifications/Characteristics**

#### **Ability to:**

- o Understand and carry out both written and oral instructions
- o Perform heavy physical labor, climb ladders, and work in confined work spaces
- o Maintain work schedules in the performances of cleaning tasks
- o Read and recognize cleaning chemical labels
- o Maintain cooperative working relationships and harmony with all areas of ministry and our members



**Education/Experience:**

- Equivalent to completion of the 12<sup>th</sup> grade. Six months' experience in the custodial field and the ability to demonstrate knowledge of custodial procedures, equipment and cleaning products; any combination of training and experience which may be equivalent to, or provide the desired level of knowledge and skill.

**Licenses:**

- None (NOTE: Selected positions may require a valid driver's license.)

**Physical Condition:**

- Good physical condition as determined by pre and post-employment examinations

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach out with hands and arms; and talk or hear. The employee is frequently required to climb or balance, and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell.

The employee must regularly lift and/or move up to 25lbs and frequently lift and/or move more than 100lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.