

SERVING OLDER ADULTS OF SOUTHEAST WISCONSIN

JOB TITLE: CUSTODIAN

REPORTS TO: Manager of Senior Center

FLSA STATUS: Non-exempt

JOB DUTIES: Responsible for ensuring that the Senior Center is spotlessly clean and is a safe environment.

- Follows all safety and security procedures.
- Assist with cleaning and sanitizing door knobs, light switches, and frequently touched surfaces.
- Reports all hazards, unsafe situations or safety concerns immediately to the Manager of the Senior Center.
- Provides excellent customer service to the participants of SOA, visitors, staff and rental customers.
- Performs custodial work including but not limited to the daily cleaning, mopping, and vacuuming of bathrooms, floors, furniture, windows, doors and other fixtures. Ensure proper sanitation in all center bathrooms. Spot cleans spills of beverages and food, dirt and mud as needed.
- Empty all trash containers, replace liners, and remove trash and garbage to designated locations daily.
- Assist with lifting and carrying stock boxes and other deliveries to Senior Center as requested.
- Assist with shoveling and salting snow as needed.
- Stock, replace, and keep an inventory of toilet paper, paper towels, additional cleaning supplies, and other related items. Notify Center Manager when supplies are needed.
- Set-up and break down tables and chairs in the center as needed, for lunch, meetings, center events and rentals.
- Provide assistance with moving furniture and other items as needed or requested.
- Assist with maintaining front of center by pulling weeds, trimming hedges and cleaning debris, etc.

Other duties as assigned.

QUALIFICATIONS:

- A minimum of one year of responsible custodial experience is required.
 - Must be reliable, well-organized, and trustworthy.
 - Must provide excellent customer service to older adults and all others.

- Ability to empathize with older adults and those with disabilities.
- Must be able to follow verbal and written instruction as well as diagrams
- Ability to maintain a calm demeanor in all situations.
- Must be able to work well with staff, vendors, visitors, and a diverse group of participants.
- Knowledge of floor care equipment and ability to wax, strip and mop floors.
- 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.
- Must be able to lift and carry up to 50 pounds on a continuous basis.
- Must be able to stand, walk, move, kneel, bend, crouch, squat, reach, lift, carry, stoop, twist, and walk up and down stairs. Each of these activities may be for a considerable length of time.
- Must be able to tolerate the noise of various cleaning devices, such as a vacuum cleaner, floor, scrubber, leaf blower, etc.
- Must be able to tolerate cleaning material such as chemically based cleaners, bleach, and other items.