



Custodian

Job Description

The Custodian will be a responsible individual who will work to clean and maintain our facilities. The ideal candidate will have experience in a regular custodial role focused on building upkeep and sanitation. Having a keen eye for detail, working independently with diligence, and supporting the Center of Hope vision for aesthetics are imperatives for this position.

Reports to: Facilities/Operations Manager

Hours and Salary Class: 20 hours/week, salary non-exempt

Compensation and Benefits: \$13-\$15/hour, paid time off

Responsibilities

- Diligently follow a comprehensive custodial plan
- Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces
- Sweep, mop, and scrub floors
- Vacuum carpets and rugs, damp wipe baseboards throughout facility quarterly
- Wash and sanitize toilets, sinks, disinfecting all restroom floors, and restock disposables (e.g., soap, paper products)
- Regularly monitor and wipe clean mirrors and windows throughout bldg
- Maintain inner and outer premises by watering plants, cleaning entrances, picking up litter and debris each day as needed
- Report any repairs or supplies needing to be purchased to supervisor
- Properly secure facilities after working hours
- Undertake occasional physical tasks such as shoveling snow from the sidewalk, lifting heavy items, moving chairs
- Attend to additional custodial and sanitation needs and tasks as required

Requirements and Skills:

- Proven experience as custodian, janitor or in a similar role
- Initiative and ability to complete tasks independently
- Attention to detail and conscientiousness
- Knowledge of use and maintenance of industrial cleaning equipment
- Knowledge of safe use and disposal of cleaning products
- Adequate physical condition and strength to perform job tasks
- High school diploma is preferred
- A background check is required

[Apply for this Job.](#)

Working Environment: Center of Hope Facility

Disclaimer and Authorization

The preceding description is not designed to be a complete list of all duties and responsibilities required. I understand that I may be required to perform other duties as assigned.

By signing below, I acknowledge receipt of this job description and understand it is my responsibility to seek clarity for any parts of this description that I do not understand.

Signature

Date

Printed Name