



POSITION DESCRIPTION

Title:	Custodian
Reports to:	Ripon Site Coordinator
Job Hours:	20-25 hours per week/part-time (early morning or evening)
Hourly Rate:	\$14.00-\$18.00

Position Responsibilities:

Under limited supervision, the custodian will perform a variety of tasks in the maintenance and cleaning of Boys & Girls Club of the Tri-County Area's Berlin facility. The custodian will be responsible for the overall cleanliness of the facility and will report any malfunctions and/or safety concerns to the Berlin Site Coordinator. The ideal candidate will be reliable, efficient, possess a strong sense of pride in their work, and have experience managing inventory and supply.

General Expectations including, but not limited to the following:

Restrooms

- Scrub toilets/ urinals, cleaning all ceramic surfaces, pumping hardware and toilet seats
- Scrub/clean all sinks, mirrors and walls
- Restock soap, paper towel, and toilet paper dispensers
- Mop floors
- Wipe down restroom doors on both sides
- Wet mop with a proper disinfectant the entire shower, and adjoining surfaces
- Visually inspect all lighting, plumbing, and other fixtures to make sure that the area is in safe operating condition

Hallways

- Wipe down all walls containing fingerprints, etc.
- Sweep and wet mop floors
- Empty all wastebaskets
- Clean and sanitize drinking fountains
- Wipe down all adjoining doors and hardware fixtures
- Clean all glass with appropriate glass cleaner
- Sanitize surfaces
- Visually inspect all light fixtures, door locks, etc. for damage or malfunction

Program Spaces

- Sanitize tabletops, counters, and other surfaces, etc.

- Sanitize backs of chairs
- Clean glass windows and doors
- Empty waste baskets and clean interior/exterior of baskets as needed
- Sweep and wet mop or vacuum floors
- Remove handprints from walls and windows
- Visually inspect all light and door fixtures and report any malfunctions
- Dust/wipe down all tables and equipment
- If applicable, lock the door as you exit from the room

Offices

- Dust file cabinets and other surfaces as needed
- Wipe down desk tops
- Empty waste baskets
- Vacuum/ wet mop
- Wipe down all doors and hardware
- Clean all glass and windows

Qualifications:

- High School Diploma or GED.
- Experience working with children.
- Good communication skills both verbal and written.
- Certified in CPR/First Aid (will train).
- Valid driver's license and good driving record.

Physical and Mental Requirements:

There is frequent need to stand, stoop, walk, lift heavy objects, and perform other similar actions during the course of the workday. The Boys & Girls Club of the Tri-County Area promotes a drug/alcohol free work environment.

- Must be able to lift up to 100 pounds
- Must be able to bend and stretch, utilize stairs and ladders
- Capable of utilizing various cleaning, power equipment, and supplies
- Work with hazardous materials
- Work in a variety of climates
- Must be capable of clear and concise thinking