



## Custodial Technician *Job Description*

**Job Classification:** Non-Exempt, Full-Time

**Work Schedule:** Monday – Friday 6:30 a.m. to 3:30 p.m. Extended hours, as necessary.

**Reporting Relationship:** Facilities Director

### **Primary Accountabilities:**

The Custodial Technician position is responsible for the cleanliness of the Capper Foundation building. This position contributes to the quality appearance of the facility and the safety of Capper assets, staff and visitors.

### **Major Duties:**

- Performs janitorial duties which include, but are not limited to dusting, mopping and buffing floors, and vacuuming and cleaning the carpets.
- Cleans and sanitizes bathroom floors and fixtures.
- Cleans accidents throughout the facility both human and mechanical.
- Mops the locker rooms and pool deck and vacuums the pool floor, as needed.
- Washes the inside and the outside of the windows.
- Assists with the daily laundry which includes washing and drying materials, as needed.
- Gathers and empties trash.
- Stocks custodial supplies through the facility and alerts the Facilities Director when supplies are low.
- Operates vehicles and powered cleaning equipment. Maintains cleanliness of agency vehicles.
- Perform all other duties as requested.

### **Qualifications:**

- A high school diploma or GED is required.
- A minimum of two (2) years' custodial work.
- Must have valid Kansas Drivers License.
- Pass a drug screen and background checks per agency procedures.
- General knowledge of custodial work.
- Demonstrated attention to detail regarding cleanliness and appearance of facility.

### **Physical Demands:**

- Be able to lift and move forty (40) pounds.
- Bend, stoop, kneel, crawl and walk frequently.
- Regularly required to sit, stand, reach and use hands.
- Be able to work from six-foot ladder.

### **Work Environment:**

Maintenance will be exposed to a combination of client service and office environments. Regular exposure to dust, odors and noise common. May be exposed to body waste and odors. Regular exposure to persons with intellectual, developmental and behavioral disabilities. Appropriate Personal Protective Equipment is provided (i.e., safety glasses and protective gloves).



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**Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employee is required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by his/her supervisor.

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Employee Signature                      Date                      \_\_\_\_\_  
Supervisor Signature                      Date