



Custodial Worker

Job Description

SUPERVISION RECEIVED:

The Custodial Worker shall be under the direct supervision of the Building Manager and the indirect supervision of the Facilities Manager.

SUPERVISION EXERCISED:

None.

POSITION CLASSIFICATION:

Non-Exempt.

POSITION SUMMARY:

This is an entry-level position which consist of task such as the cleaning and upkeep of the admin building and other remote office locations. Work assignments are received in oral or written form and are executed under minimal supervision.

DUTIES AND RESPONSIBILITIES:

1. Empties trash cans. Keeps grounds clean of trash.
2. Cleans restrooms.
3. Sweeps, mops, buffs, and waxes floors. Vacuums offices and floors.
4. Performs minor unskilled maintenance work. Changes light bulbs.
5. Moves furniture and dust.
6. Inventories cleaning supplies and notifies Building Manager when order is needed.
7. Shall perform any other related duties, as assigned by Building Manager.



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KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of cleaning fluids and chemicals.
- Ability to prioritize tasks at hand.
- Ability to perform manual labor.
- Ability to work alone.
- Skill in using simple hand tools.

EDUCATION AND EXPERIENCE:

- High School diploma, GED, or equivalent, or special training school in the above required skills.

SPECIAL REQUIREMENTS:

- Must have a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without corrections).
- Acceptable hearing (with or without hearing aids).
- Ability to communicate both orally and in writing.
- Moderate (25-50 pounds) lifting and carrying.
- Pulling, pushing, balancing.
- Walking, standing, kneeling, bending, stooping.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- ETHICS – Treats people with respect; keeps commitments; inspires the trust of others, works with integrity and ethically; upholds organizational values.
- PROBLEM SOLVING – Works well in group problem solving situations; uses reason even when dealing with emotional topics.
- CUSTOMER SERVICE – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to request for service



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and assistance; meets commitments.

- **INTERPERSONAL SKILLS** – Focuses on solving conflict, not blame; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remain open to others' ideas and tries new things.
- **ORAL COMMUNICATION** – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions, demonstrates group presentation skills; participates in meetings.
- **WRITTEN COMMUNICATION** – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- **TEAMWORK** – Gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interest; supports everyone's efforts to succeed.
- **ORGANIZATIONAL SUPPORT** – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- **JUDGEMENT** – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **PROFESSIONALISM** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **ADAPTABILITY** – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **ATTENDANCE/PUNCTUALITY** – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **DEPENDABILITY** – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary, to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- **INITIATIVE** – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offer help when needed.



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This position in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Employee's Signature

Date

Supervisor's Signature

Date

Salary Range:

Minimum: \$12.12 per hour

Maximum: \$16.23 per hour



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