

Job Title: Custodian

FLSA STATUS: Non-Exempt

SUPERVISION RECEIVED FROM: Facilities Manager

DEPARTMENT: Facilities Maintenance

WORK SCHEDULE: Varies

SUPERVISION EXERCISED OVER: N/A

Location: 2250 Florida Blvd.

How to Apply:

Submit an internal application to the front desk or through the CATS website www.brcats.com/careers. Applicants for this position should submit:

- 1) A cover letter
- 2) Resume (include date(s) of employment and date(s) educational degree was obtained)
- 3) Names and contact information of three work-related references to:

Human Resources

HR Fax: 225.346.3249

HR Email: catscareers@brcats.com

MINIMUM QUALIFICATIONS: A high school diploma or equivalent experience, knowledge of standard cleaning procedures, chemicals, products and equipment, knowledge of workplace hazardous materials information system, ability to read and understand labels, instructions, particularly on the used and application of cleaning chemicals and products, ability to work under little supervision

SUMMARY: The Custodian is responsible for performing custodial duties, minor maintenance and other miscellaneous duties to ensure the facilities are maintained in a healthy, safe and sanitary manner. The Custodian reports to the Facilities Manager and cares for Agency facilities and equipment. Maintaining these responsibilities will help to ensure the health, safety and security of employees and public

WORK ENVIRONMENT/PHYSICAL DEMANDS

The Custodian is a physically demanding position. The incumbent must spend the entire time at work standing, walking, lifting heavy objects, operating medium weight cleaning equipment such as sweeping and mopping floors, moving desk and furniture. The incumbent is required to do a great dealing of stretching and bending, often in awkward positions. Operating floor polishers and/or waxers are particularly hard on back muscles.

The Custodian works on a daily basis with dangerous and toxic cleaning products that can be harmful to one's health if not properly utilized. In some cases, these products give off unpleasant odors and can cause injury, sickness and/or skin irritation and rashes. The Custodial also regularly has to clean up blood, saliva, and other bodily fluids that are unpleasant.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ESSENTIAL DUTIES:

Clean and care for buildings and facilities to ensure they are maintained in a safe and healthy manner:

MAIN ACTIVITIES

- Clean offices, meeting rooms and stairwells
- Mop tiles floor areas
- Vacuum all carpeted areas
- Dust all furniture and fixtures as required
- Wash and disinfect all washroom floors, toilets, toilet seats and fixtures
- Clean all mirrors
- Replenish toilet tissue and soap as needed
- Empty all waste baskets and garbage cans
- Place garbage in outside storage bin
- Clean entrance and exit including glass, doors and hardware
- Keep outside area neat exit and entrance clear of cans, paper, etc.
- Wash all finger marks from walls, doors, hardware and glass
- Perform and/or report minor maintenance repairs
- Clean kitchen sinks and counters
- Report damages and acts of vandalism
- Wash entrance and exit floors
- Spot clean walls and toilet partitions

Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner in order to ensure the safety of staff, employees and public:

MAIN ACTIVITIES

- Secure storage areas
- Ensure cleaning material and supplies are stored in a safe and orderly manner
- Restock materials and supplies
- Make note of the need for equipment repairs

- Perform other related duties as required

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