



**POSITION TITLE:** Custodian

**DEPARTMENT:** Facilities

**REPORTS TO:** Director of Facilities

**POSITION SUMMARY:** Under general supervision, the custodian performs routine custodial and cleaning duties in St. Mary's Dining Room's buildings, including outdoor restrooms and showers as well as other designated areas. Performs other related work as assigned.

**POSITION REQUIREMENTS:**

**Education:** Completion of eighth grade (with additional education a recognized benefit).

**Experience:** One year of experience in janitorial or custodial work.

**Position Knowledge:** Proper cleaning methods, safe usage of cleaning materials, including but not limited to disinfectants, janitorial tools and equipment; usage and minor maintenance of hand and power tools and equipment used in janitorial work; safety practices and equipment related to the work.

**PHYSICAL DEMANDS:**

**Mobility:** frequent standing for long periods; frequent operation of cleaning equipment; frequent walking, standing, pushing, pulling, bending, squatting, climbing, kneeling, reaching, holding/grasping and turning objects.

**Lifting:** frequent lifting of 5 pounds or less; occasional lifting of 5-30 pounds from floor to waist.

**Visual:** constant use of good, overall vision and reading/close-up work; moderate use of color perception and hand/eye coordination; occasional use of depth perception and peripheral vision

**Hearing/Talking:** frequent hearing of normal speech, talking/hearing on the telephone and in person

**Emotional/Psychological:** frequent decision-making, concentration, and public contact.

**Environmental:** frequent work in a standard office environment, occasional exposure to varied weather conditions.

## PRINICIPAL DUTIES:

1. Sweeps, mops, scrubs, and polishes floors; vacuums rugs; spot cleans carpets.
2. Dusts and polishes furniture and woodwork
3. Empties, cleans, and lines waste receptacles and disposes of trash.
4. Washes doors, windows, walls, ceilings, venetian blinds, and furniture as needed.
5. Cleans and disinfects restrooms, restocks restroom supplies as necessary.
6. Cleans lighting fixtures and replaces bulbs and fluorescent tubes.
7. May be called upon to assist in moving office furniture and equipment, may make minor repairs; reports the need for maintenance and repair.
8. Strips, waxes, and buffs floors.
9. Ensures that doors and windows are locked and secure in vacant buildings.
10. Keeps basic records of work performed, time sheets, etc.
11. Observes safe working practices, including maintaining storage areas in a safe condition.
12. Corrects or reports any safety or fire hazards.
13. Follows labels instructions to mix and dilute cleansers, disinfectants, and stripping agents to ensure proper strength for job.
14. Reports unauthorized persons and other related security problems.
15. Assists with the set-up and clean up of special events and meetings under the direction of supervisor.
16. Sufficient strength and stamina to maneuver equipment weighing up to 50 lbs.
17. Will embrace our mission statement and work to enrich the lives of the clients we serve.

**St. Mary's Dining Room's mission is to respond to poverty in San Joaquin County  
by feeding the hungry, caring for health issues and restoring human  
dignity to over 700 individuals each day.**