

Custodian



Essential Duties & Responsibilities

1. Prepare vacant shelters for occupancy ensuring units meet health and safety standards.
2. Perform routine scheduled cleaning duties assigned by the Facilities Coordinator, examples include sweeping, mopping, washing walls, trash removal; clean bathrooms, kitchens and other common areas in various shelter locations.
3. Restock linens, toiletries, paper products and other supplies as needed.
4. Perform deep cleanings on a scheduled basis.
5. Follow proper procedures for handling chemicals and equipment and use proper listing techniques.
6. Monitor custodial supplies and coordinate the purchase of cleaning equipment and supplies with the facilities coordinator as needed.
7. Report maintenance issues for all facilities.
8. Perform specialized cleaning tasks as assigned by the facilities coordinator.

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