



Title: Custodian (Part-Time)

Location: The Club for Boys and The Thrift Store

Job Summary: The Custodian is responsible for maintaining a clean, safe, and welcoming environment in the Club for Boys & Thrift Store. This role involves performing a variety of daily cleaning and maintenance tasks to ensure the facilities are in excellent condition for all users.

Key Responsibilities:

- **Cleaning and Maintenance:**

- Sweep, mop, and vacuum floors.
- Dust and wipe down surfaces, including furniture, fixtures, and equipment.
- Clean and sanitize restrooms, including toilets, sinks, and mirrors.
- Empty trash and recycling bins and ensure proper disposal.
- Clean windows, glass partitions, and mirrors.
- Replenish supplies such as soap, paper towels, and toilet paper.
- Perform routine maintenance tasks such as changing light bulbs and minor repairs.

- **Safety and Compliance:**

- Follow all safety protocols and guidelines to ensure a safe environment for self, staff and visitors.
- Report any safety hazards or maintenance issues to the Facilities Manager.
- Ensure compliance with health and safety regulations, including proper handling and storage of cleaning chemicals.

- **Customer Service:**

- Provide friendly and courteous service to all visitors and staff.
- Respond to requests for additional cleaning or maintenance promptly and efficiently. Report maintenance items need further attention to the Physical Plant Director.
- Assist with setting up and breaking down equipment and furniture for events and activities.

- **Team Collaboration:**

- Work collaboratively with other team members to ensure the smooth operation of the facility.
- Participate in team meetings and training sessions as required.

Qualifications:

- High school diploma or equivalent.
- Previous experience in housekeeping, custodial, or janitorial work preferred.
- Knowledge of cleaning techniques and safety protocols.
- Ability to work independently and as part of a team.
- Strong attention to detail and time management skills.
- Good communication and interpersonal skills.

Physical Requirements:

- Ability to lift and carry up to 50 pounds.
- Ability to stand, walk, bend, and reach for extended periods.
- Ability to operate cleaning equipment and tools.

Shift Hours:

- Variable, depending upon location.

Pay Range:

- \$15.50 to \$17.50 per hour.

Additional Information:

- This is a part-time position.
- Staff will be cross-trained for other locations to ensure flexibility and coverage.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

I have read and agree with the above job description.

Date_____