



## Job Description

Position Title:	Department:	Reports To:
Custodian	Accounting	Director of Finance
Employment Status:	FLSA Status:	Effective Date:
Part-time	Non-exempt	

### Job Summary:

Clean and maintain all LUS' facilities.

### Duties and Responsibilities:

Daily:

- Empty all trash cans and replace trash liners as needed. Clean and disinfect trash cans when visibly soiled.
- Clean all restrooms by damp mopping floors with disinfectant, cleaning and disinfecting all fixtures, toilets, and urinals, spot cleaning all mirrors, and replacing supplies such as toilet paper, paper towels, hand soap, disinfectant spray, etc. as needed.
- Dust mop all tile floors and damp mop as needed.
- Vacuum and spot clean carpets.
- Unload/load all dishwashers and start.
- Wipe down all break/meeting room countertops and tables with disinfectant.
- Wipe down the interior and exterior of all break/meeting room microwaves and air fryers.
- Maintain an orderly janitorial room and ensure cleaning supplies are stocked.
- Complete other duties as assigned.

Weekly:

- Damp mop all tile floors with disinfectant.
- Dust desks, file cabinets, bookcases, and all other countertops and tables not in the break/meeting room areas.
- Clean interior and exterior of all glass entrance doors
- Clean the interior drive thru window glass.
- Inspect all refrigerators in break/meeting rooms and clean if needed.

Monthly:

- Clean showers in restrooms.
- Clean all breakroom ovens.
- Clean all countertop ice machines.
- Dust all wall décor.

Semi-annually (every 6 months):

- Clean all interior and exterior windows.
- Clean base boards and walls.

As needed:

- Clean the exterior drive thru window glass.
- Buff tile floors in high traffic areas.
- Strip and wax all tile floors excluding warehouse areas.
- Shampoo all carpets.

**Required Skills and/or Abilities:**

- Acknowledge and adhere to all of LUS' policies and procedures.
- Perform duties safely without endangering self, others, and the public.
- Ability to read, write, understand, and follow instructions and job-related materials.

- Ability to use mathematical skills to be able to add, subtract, multiply, and divide all units of measure.
- Take responsibility for your own actions and treat others with respect.
- Attend work regularly and on time.
- Ability to work inside and outside.
- Ability to be exposed to all weather conditions including cold, hot, rainy, and windy.

**Physical Requirements:**

- Ability to regularly lift and/or move up to 25 pounds.
- Ability to occasionally lift and/or move up to 70 pounds.
- Ability to walk and stand for 6 hours a day.
- Ability to talk, see, hear, reach, handle, and feel.
- Ability to stoop, bend, climb, crawl, and twist.

**Education, Experience, and Qualifications:**

- High School Diploma or equivalent required.
- Valid State of Tennessee Driver's License required.
- Previous custodian experience preferred.