

Job Description Form

Job Title	Date
Custodian	04/01/2020

Department/Business Unit	Supervisor
Falls City Housing Authority	Executive Director

Purpose of Job (how it contributes to department's objectives)

Maintains building interiors and surrounding grounds in a clean and neat condition. Provide routine cleaning/housekeeping services for residents thru our Congregate Housing Services Program (CHSP).

Responsibilities (list five to eight major functions and accountabilities)

- Cleaning of non-dwelling areas such as hallways, storerooms, elevators, stairwells, restrooms, laundry facilities, trash rooms, dining room and office space.
- Daily inspection of non-dwelling areas and grounds
- Maintain grounds by picking up of trash/debris on grounds
- Perform cleaning of vacant apartments for turnarounds
- Perform cleaning/housekeeping services for residents participating in our CHSP program.
- Respond to custodial requests quickly and in a professional manner
- Complete work orders thru our housing management software by use of computer or smart phone/tablet device.

Job Qualifications (list the minimum education, formal training, skills and experience required)

- Completion of high school diploma or the equivalent such as the GED
- Must be at least 18 years of age
- Complete a criminal background check
- Constantly works both indoors and in outdoor weather conditions
- Frequently pushes supply cart and equipment weighing up to 25 pounds and occasionally ascend/descend a ladder to services ceiling fixtures
- Constantly position oneself to move about the apartment buildings to clean from floor level to ceiling level
- Have transportation to travel between apartment sites
- Ability to communicate with residents and co-workers in a friendly and congenial manner
- Willingness to learn and grow with a positive outlook
- A passion for helping others and a drive to provide exceptional services

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned.

Created by: Anthony Nussbaum
 Created/updated on: 04/20/2020
 Board of Commissioners Approval on: