



Job Description: Custodian

JOB SUMMARY:

The purpose of the Custodian is to maintain the cleanliness and overall appearance of all camp buildings and the entrances to the buildings while observing all health and safety guidelines in a professional manner.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Clean offices, restrooms, and public areas daily, following proper cleaning procedures when occupied.
- Vacuum, dust, sweep, mop areas floor and other surfaces in offices and in common areas.
- Clean glass of all doorways, entrances, and windows to building's interiors. Establish a periodic plan to clean exterior glass for the different buildings.
- Remove trash and recyclable materials on at least a daily basis then deposit in assigned dumpsters. If buildings are occupied, remove trash sometimes up to three (3) times a day.
- Stock and manage all cleaning materials in buildings. Maintain a supply list of items needed at each building.
- Maintain a supply inventory checklist and perform physical inventory of supplies for seasonal volume purchases. Work with the Maintenance Supervisor to select preferred vendors and to establish a supply purchase plan.
- Manage the cleaning/janitorial supplies for camp, including the kitchen and schedule with the Maintenance Supervisor the timing to reorder and at the best prices.
- Set up and breakdown tables, chairs, and other items before and after events.
- Participate in preparation and cleaning before summer camp check-in and closing ceremonies.
- Deep clean each building, tables, trash cans and other items seasonally and as needed, especially the high-traffic buildings.
- Report any maintenance required to the maintenance team.
- Complete building checklists when performing cleaning tasks and turn into supervisor every Friday.
- Perform other duties as assigned.

EQUIPMENT USED:

- Vacuum
- Cleaning equipment
- Golf Cart and trailer
- Chair ramps and braces
- Ladder

PHYSICAL ASPECTS:

- Ability to understand and implement safety regulations and procedures.
- Physical strength to lift equipment and supplies (up to 50 pounds)
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more)
- Ability to safely and properly use power equipment.
- Ability to safely drive light truck and other motorized vehicles on camp
- Must be able to endure extreme weather conditions year-round
- This position has regular exposure to hazardous chemicals including solvents, gasoline and diesel.
- Appropriate attire is required to perform daily tasks and endure weather conditions.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Previous commercial cleaning experience working in a hospital or a long term care facility.
- Experience with cleaning solutions
- Strong interpersonal skills including but not limited to adaptability, conflict management, creativity, and resourcefulness.
- Demonstrated problem solving, time management, project management, and organizational skills with attention to detail.
- Strong work ethic including patience, customer service, dependability, initiative, professionalism, and positive disposition.
- Team player - has empathy for others and works effectively in a team environment.
- Natural ability to promote a positive image and strong organizational presence.
- Passion, ability, and willingness to uphold and support organization's mission, vision, and values.

JOB TYPE: Full-time

PAY: \$15.00 - \$20.00 per hour

EXPECTED HOURS: 40 per week

BENEFITS:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

EDUCATION:

- High school or equivalent (Required)

EXPERIENCE:

- Janitorial: 2 years (Required)