



Example of Custodian Job Description

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Our company is hiring for a custodian. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for custodian

- Maintains yard areas in a presentable, safe condition (including trimming shrubs and grass)
- Perform a wide variety of routine cleaning tasks including, vacuuming, mopping, dusting, cleaning sinks/toilets, tables and countertops debris on the warehouse floor and company grounds
- Gathers and disposes of trash
- Vacuum, steam-clean, or shampoo carpets
- Notify Supervisor or Leads concerning the need for major repairs
- Clean and restore building interiors damaged by coffee stains, dust, fingerprint or water, using commercial cleaning equipment
- Follow procedures for the safe and effective use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures
- Assist other maintenance sections with personnel and equipment for special projects or during emergency periods
- Escort un-badged or subcontract personnel while they perform other functions in the compound
- Maintain a "line-of-sight" of all individuals being escorted

Qualifications for custodian

- Assist with ensuring site facilities are secure and in accordance with Compound security requirements and assist security operations personnel

- Direct the un-cleared individual(s), during an emergency, to the proper assembly area based on the Compound's emergency action plan
- Will not leave the un-cleared individual that is being escorted until the Escort has either been relieved by another Escort or by an individual that understands all the responsibilities of being an Escort
- Preparation and setting of meeting/conference rooms for meetings, events, Councillor Surgeries and other specified areas
- Service functions and meetings in booked rooms, assisting and directing visitors in a professional and courteous manner
- Assist in providing security cover during evening and weekend meetings