

JOB DESCRIPTION

POSITION TITLE: *Facilities Custodial*
POSITION REPORTS TO: *Facilities Manager & Supervisor*
DEPARTMENT: *NCCC Facilities*
SCHEDULE: 5pm to 9pm Friday, Saturday, Sunday and Monday
SALARY RANGE: \$15 to \$17/Hour

General Description

- To insure cleanliness of all campus buildings and grounds.
- Requires flexibility of times & days of week.
- Requires some work on holidays.

Specific Duties and Responsibilities

- Must be able to follow verbal and/or written instructions.
- Work well with minimum supervision.
- Clean assigned area by sweeping, mopping & using cleaning equipment.
- Follow cleaning guidelines in all areas
- Replace any moved furniture.
- Any other duties assigned by supervisor.

Knowledge Skills Require for the Job

- Ability to mix & understand the proper & safe use of cleaning agents.
- Sufficient eye & hand coordination to handle cleaning equipment such as floor scrubber and buffer.

Desirable Qualifications

- Prior work experience in janitorial.
- Experience with cleaning machinery and techniques.
- Servant's heart

Personal Relations

- Daily interaction w/Facilities Manager, Supervisors and NCCC Staff.

Work Environment

- Professional yet semi-casual office.
- Fast-paced environment requiring the ability to multi-task.
- Ability to work in outdoor weather conditions.

- Ability to work with risk of electrical shock, loud noise level, or fumes.

Minimum Qualifications Required

- **Education:** High School Education or equivalent.
- **Experience:** 5 years custodial experience
- **Other:** Always aware of condition of site operations. High attention to details & sense of urgency. Ability to reestablish priorities daily or more often, if needed.

Physical Requirements

- Ability to lift up to 25 pounds (frequently) & 50 pounds (occasionally).
- Ability to reach, climb, balance, stoop and crawl.