

# Happy Valley Day Facility

## Custodian Job Description

<b>Job Title:</b>	Custodian
<b>Supervised by:</b>	Lucretius D. Stephens/ Director
<b>Job Summary:</b>	To keep building in clean and orderly condition, perform heavy cleaning duties such as cleaning floors, washing walls and glass and removing rubbish. Performing routine maintenance activities, notifying management of need for repairs. Cleaning and removing debris from sidewalk
<b>Work Schedule:</b>	Monday-Friday                      12:00 to 4:00PM
<b>Wages for this position:</b>	To be determined
<b>Total Hours Weekly:</b>	Varies
<b>Benefits:</b>	To be determined

### Qualifications:

- 18 years or older
- Must have a high school diploma or General Education Development (GED)
- Must have at least 6 months experience housekeeping
- Health Examination with a signed statement from physician or nurse practitioner.
- Criminal Records Check (NCIC)
- TB test clearance
- Ability to work around individuals with a disability.  
Provide any licenses, certification and training documents.

### Duties/Responsibilities:

- Clean building floors by sweeping, mopping, scrubbing or vacuuming them.
- Gather and empty trash.
- Service clean and supply restrooms
- Clean and polish furniture and fixtures
- Clean windows and mirrors
- Dust furniture, walls, machines and equipment.
- Remove debris from sidewalk
- Clean kitchen as needed
- Perform any routine maintenance that is needed.

### Competency:

- Must be able to perform job duties with knowledge skill and experience needed to service and support Developmental Disable (DD) and Mentally Retarded (MR) participants.
- Suitable to handle all aspects of adult day care and Developmental Disable (DD) Mentally Retarded (MR) individuals.

**Working Conditions:**

- The employee will work in the agency.

**Reliability:**

- If the employee is going to be late or absent, a phone call is expected with notice. The employee is expected to use time wisely so the service is done in allotted time.

**End of Service:**

- The employee agrees to give at least a two-week notice prior to resigning from this position

**This job description is subject to review or revision on an annual basis or when a change in job duties is required.**

I have received a copy of the job description for my records  
I have read the entire job description and understand my responsibilities.  
I understand that this constitutes an agreement between *Happy Valley Day Facility* and myself, and does not guarantee employment.

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**Signature of Employee**

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**Date**

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**Signature of Employer**

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**Date**