



Custodian Job Description

(Starting Wage **\$13.50/HR** + depending upon Qualifications and Experience)

DESCRIPTION:

Under direct supervision, performs custodial/janitorial duties in the terminal building to include the immediate surrounding grounds. Employee keeps buildings in clean and orderly condition. Employee cleans offices, halls, bathrooms and public and employee spaces. Employee performs light, medium and heavy janitorial and custodial services in and outside of public areas or buildings as assigned. Employee performs routine maintenance activities, notifying management of need for repairs. Employee must abide by safety procedures. Employee has daily contact with the public requiring tact, courtesy and diplomacy.

JOB RESPONSIBILITIES:

- EXCELLENT CUSTOMER SERVICE is key to this position. Willingness to ALWAYS provide the highest level of customer service and interaction is a requirement of this position.

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Cleans building floors by sweeping, mopping, scrubbing, waxing and polishing them
- Gathers and empties trash.
- Services, cleans and supplies restrooms.
- Cleans and polishes furniture and fixtures.
- Cleans windows, glass partitions, and mirrors using soapy water or other cleaners, sponges, and squeegees.
- Dusts furniture, walls, machines and equipment.
- Makes adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
- Replaces light bulbs, makes simple repairs on building, furniture and equipment.
- Mixes water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Steam-Cleans or shampoos carpets.
- Strips, seals, finish, and polish floors.
- Subject to emergency on call (waiting to be engaged).
- Assists other personnel in his/her department whenever necessary.
- Maintains cleaning supplies and equipment.
- Perform other duties as directed.

Physical Demands:

- Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Crouching. Bending the body downward and forward by bending leg and spine.
- Crawling. Moving about on hands and knees or hands and feet.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- **Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.**
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)

Working Conditions:

- The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
- The worker is subject to outside environmental conditions. No effective protection from the weather.
- The worker is subject to both environmental conditions. Activities occur inside and outside.
- The worker is subject to extreme cold. Temperatures typically below 32 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
- The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
- The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

- The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
- The worker is required to function in narrow aisles or passageways.

MINIMUM REQUIREMENTS:

- Job requires an accredited high school diploma or GED equivalent.
- Must be able to prepare cleaning solutions according to specifications.
- Must know how to properly use and dispose of chemical solutions.
- Must have static strength, manual dexterity and coordination to perform general physical activities.
- Must use good judgment and exercise safety procedures.
- Must maintain a responsible demeanor and a helpful manner.
- Must have a valid Texas Driver's License and a good driving record.
- Must be able to pass a criminal background check and obtain and maintain federally mandated security clearances required to work at an airport.
- Subject to pre-employment and random drug and alcohol screening.

Employee Name (printed): _____

Employee Acknowledgement: _____

(Employee Signature)

Agreed Employee Salary/Wage: _____

(Employee Signature)

Date: _____