



Custodian

<u>Reports to:</u>	Maintenance Director
<u>Supervises:</u>	none
<u>Term of Employment:</u>	10 months
<u>Salary:</u>	Based on State Salary Schedule
<u>Qualifications:</u>	<ul style="list-style-type: none">- Valid NC Drivers License- strong math, communications, and computer skills- At least 3 years experience

Description & Duties

- General building cleaning and maintenance
- Monitoring heating, cooling, and plumbing systems
- Monitoring security system – setting alarms and changing alarm system when necessary
- Using technology to generate reports in the area of inventory, submitting maintenance requests, completing necessary computer generated training in the area of safety, following procedures, and correct usage of cleaning supplies
- Must have a working knowledge of cleaning methods
- Must have experience in using equipment such as high speed buffer, floor scrubber, etc.
- Ability to understand and follow simple oral and written directions
- Ability to maintain positive working relationships while accepting customer feedback
- Perform duties in accordance with established practices and cleaning schedules