



Position Title: Custodian

Reports To: Custodian

Classification: Full Time; Non-Exempt

GENERAL PURPOSE:

Cleans and prepares guest rooms and public areas by meeting established standards of cleanliness to assure guest satisfaction. The work performed includes general and deep cleaning of the buildings; laundering of all linens and set up for events and conferences.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Checks and cleans public restrooms several times throughout the day.
- Empties trash daily in staff offices, restrooms, common areas and conference rooms.
- Retrieves items from shelves and storerooms, sets up cleaning cart with supplies, constantly maintaining carts and storerooms in a clean and orderly fashion to enhance efficiency and ease of cleaning rooms.
- Cleans and wipes windows, doors, walls, closets and fixtures in rooms, public areas and hallways, often using ladders or stools to clean hard to reach areas, in order to maintain a clean, presentable and attractive facility at all times.
- Washes shower walls, cleans toilets and stall walls if applicable, wipes exposed pipes, cleans mirrors, sinks and walls in order to have clean and sanitary guest and public restrooms.
- Replaces towels, soaps and all room amenities in guest rooms to ensure adequate supply for arriving guests.
- Washes all hard floor areas (linoleum, tile, etc.) by hand to remove dirt and soiled areas.

- Dusts and polishes all furniture, fixtures and wall hangings including using a duster to reach vents and ceiling corners to remove dust and cobwebs.
- Strips bed of all linen and remakes with fresh, checking bedspread, blankets and bed pads for cleanliness, replacing if soiled. Lifts mattresses to check for soil between mattresses and under bed.
- Checks closet for cleanliness, wiping closet door, handle and overhead shelves and restocking the guest room supplies such as hangers, extra blankets and pillows.
- Vacuums rooms, public areas and hallways, operating vacuums weighing up to 25lbs., and lifting/moving heavy furniture in order to vacuum entire area of carpet including underneath furniture and hard to reach areas.
- Inspects all door and window locks to ensure they are in working order and immediately alerts management to an unsecured or unsafe situation for the safety of guests and employees.
- Inspects all room equipment (lights/lamps, faucets, switches, drapery, window blinds, etc.) to ensure proper working order and immediately reports all room status and room maintenance deficiencies, to Director of Facilities for prompt repair/resolution.
- Launders linens by retrieving soiled linen from throughout the retreat center, sorting laundry into correct size loads, utilizing industrial washers and dryers, folding and distributing the cleaned linen to storage closets and/or carts.
- Sets up conference rooms and other event areas as noted in weekly update schedule. Reports any problems found in those spaces immediately to management for the safety of guests and employees.
- Cleans patio/balcony areas by sweeping or hosing the floor and wiping down all furniture and fixtures, picking up garbage and cleaning patio/balcony doors and windows.
- Secures and maintains custody of equipment, keys and supplies at all times in order to protect and preserve retreat center property.
- Provides assistance to other employees and departments to contribute to the best overall performance of the department and hotel.

- Maintains a friendly, cheerful and courteous demeanor at all times. Performs other duties as assigned, requested or deemed necessary by management.

POSITION REQUIREMENTS:

1. Knowledge of:
 - a. The standards, methods, materials, tools, equipment and safety processes used in the general cleaning and laundering functions.
 - b. Equipment and supplies used in performing custodial duties;
 - c. Occupational hazards and safety precautions involved in said work.
2. Ability to:
 - a. Perform general cleaning work involving housekeeping, event set up and laundering functions;
 - b. Understand and execute oral and written instructions;
 - c. Lift and carry 75 pounds safely;
 - d. Bend, stoop, reach, and work safely from ladders;
 - e. Work independently or cooperatively as a member of a team to complete work on schedule and according to quality control standards;
 - f. Identify and recommend improved methods of performing the work;
 - g. Establish and maintain effective working relationships with supervisor, other staff, and the retreatants and guests of the Center;
 - h. Physically perform the essential functions of the job.

MINIMUM QUALIFICATIONS:

- One year of custodial experience.
- The physical strength and agility required by the position.
- A valid driver's license and a safe driving record.
- Authorized to work in the United States.

EQUIPMENT USED:

Vacuums; mops & mop buckets; custodian carts, miscellaneous carts, cleaning tools & chemicals; and motor vehicle.

WORK ENVIRONMENT:

While performing the duties of this job, the employee works inside and outside. The employee may work near moving mechanical parts and will be exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment ranges from moderately quiet to moderately noisy depending on the task being performed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is subject to change by the employer as the needs of the employer and requirements of the job change.

Date Updated: July 21, 2021