

JOB DESCRIPTION

JOB TITLE: CUSTODIAN

DEPARTMENT: Custodial

EXEMPT STATUS: Non-exempt

UNION STATUS: Union

REPORTS TO: Maintenance Foremen

SUPERVISES: N/A

JOB SUMMARY

This position ensures all NBPA owned and/or managed facilities and properties are safe, clean and functional. This position is also responsible for the street sweeping of UEZ and City Market zones.

RESPONSIBILITIES

1. Cleaning of assigned areas but not limited to stairway, railing, signage, window sills, windows, elevators, curbs, sidewalks, etc.
2. Ensures any repairs noticed during cleaning duties are reported to supervisor in a timely manner.
3. Maintains accurate logs and records of areas that have been cleaned and schedule of regular cleaning.
4. Sweeping and mopping floors, vacuuming carpets.
5. Reporting and removal of graffiti and stickers.
6. Maintain outer premises by watering plants, weeding, planning and cleaning entrances.
4. Leaf collection and removal.
5. Collection of trash.
6. Cleaning of booths and bathrooms; washing and sanitizing toilets, sinks and restocking disposables.

7. Maintain supplies in assigned area and ensure proper labeling of cleaning materials.
8. Response to inclement weather conditions which directly affect NBPA operations including snow removal.
9. Street sweeping within UEZ and city market zones.
10. Use proper signage to indicate wet flooring or other potentially hazardous situations.
11. Maintain and uphold all NBPA Policies and Standard Operating Procedures.
12. Respond to customer inquiries in a timely manner.
13. Represents the NBPA in a professional and courteous manner and treat public and co-workers with courtesy and respect.
14. Report any conditions to appropriate department head that represent a threat to safety, health and welfare of NBPA patrons, staff, tenants or property.
15. Perform any and all duties requested by supervisor and/or any manager.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

1. Knowledge of house and commercial cleaning methods, practices and materials used in clean maintenance operations.
2. Knowledge of occupational hazards, hazardous communication and safety precautions, including use of PPE equipment.
3. Skilled at using basic hand tools.
4. Ability to work outdoors under adverse weather conditions.
5. Ability to communicate with patrons and co-workers.
6. Ability to operate Vacuum Sweeper and Billy Goats
7. Pays attention to detail and conscientiousness.

PHYSICAL DEMANDS

- Required to work outdoors in all weather conditions.

- Must be able to lift and move items over 50 pounds.
- Required to move, bend, kneel, stoop and crouch.
- Regularly exposed to fumes, dust and noise.
- May be required to work beyond the traditional work day due to inclement weather and other emergency situations.

EDUCATION

- High School Diploma or equivalent required.

EXPERIENCE

- 1-3 years experience in property maintenance and custodial preferred.

CERTIFICATIONS AND OTHER REQUIREMENTS

- Valid Driver's License required.
- Should be available to work a flexible schedule, including weekends, nights and holidays as needed.

DISCLAIMER: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change at any time with or without notice.