



Custodian
Job Description
2/24/2021

Job Purpose:

Primary focus is to perform routine cleaning duties throughout WCC's facility and aid in set-ups as needed. Occasionally training and interacting with volunteers is also part of this position.

Supervisor: Facilities/Hospitality Leader

Qualifications:

- High School diploma or GED
- Must be able to read and write English.
- Must be able to follow written and verbal instructions.
- Must be able to work alone or in a team setting.

Job Classification

Part Time/Non-Exempt

This role will typically require 28 hours per week to perform. A flexible schedule may be necessary due to events and/or weather.

Must be able to work alone and with others depending on assigned responsibilities.

Essential Functions:

- Must be able to operate a vacuum
- Use cleaning products
- Mop and sweep floors.
- Bend down to clean hard to reach places.
- Walk up stairs.
- Lift full bags of trash out of trash can and into dumpster.
- Other tasks to be assigned.
- Work some weekend shifts or occasional evening shift.
- Attend weekly All Staff meetings and monthly Custodial Team meeting with supervisor

While on duty it is expected that good judgement is used regarding cell phone usage. Cell phone use should be kept to a minimum.

While on duty (typically 4-5 hr. shift) one 15-minute break is paid. Longer breaks may be taken if supervisor is informed but are not compensated.