




# THE AUTHORITY

*Improving your Tomorrow.*

## JOB DESCRIPTION

<b>JOB TITLE:</b> CUSTODIAN I LABORER	
<b>Reports to:</b> OPERATIONS MANAGER	<b>Division:</b> FACILITIES SERVICES
<b>Classification:</b> Non-Exempt P/T Hourly	<b>Department:</b> ED OPERATIONS
<b>Exempt Category:</b> N/A	<b>Approved:</b> 
<b>Effective Date:</b> 18-MAY-2018	Gerard Velazquez, President/CEO

**POSITION SUMMARY** – Perform custodial and cleaning services primarily to the interior of buildings by performing the following duties. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL JOB FUNCTIONS:** include the following (other duties may be assigned):

- Sweeps, mops, scrubs, and vacuums hallways, stairs, labs, restrooms, closets, storage rooms, classrooms and office space; stripping and waxing of same;
- Empties trash and garbage containers;
- Perform minor repairs (i.e. replace light bulbs, replace window blinds, etc.)
- Dusting;
- Window cleaning;
- Maintains bathrooms in sanitary condition;
- All other duties as assigned by supervisor.

**EDUCATION AND EXPERIENCE:**

High school diploma or general education degree (GED); two or more year's related experience and/or training; or equivalent combination of education and experience.

**LICENSING AND CERTIFICATIONS:**

Valid New Jersey Drivers' License (required)

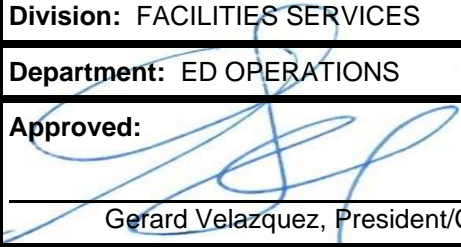
**NOTE:** These statements are intended to describe the general nature and level of work involved for this position. It is not an exhaustive list of all responsibilities, duties and skills required for this position.



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### KNOWLEDGE, SKILLS AND ABILITIES:

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS AND ABILITIES:** Must be able to use high speed floor buffer equipment; must work with cleaning chemicals.

**SUPERVISORY RESPONSIBILITY:** N/A

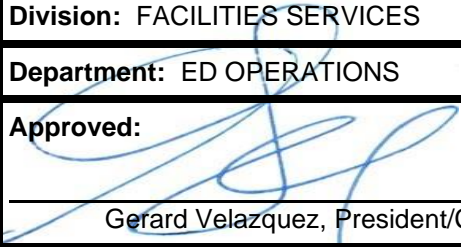
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### ENVIRONMENTAL AND PHYSICAL DEMANDS:

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, night vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

**NOTE:** These statements are intended to describe the general nature and level of work involved for this position. It is not an exhaustive list of all responsibilities, duties and skills required for this position.