

MICHIGAN AFSCME COUNCIL 25
JOB DESCRIPTION
CUSTODIAN

Salary Range: \$33,744.00 – \$37,752.96

This position will be responsible for the cleaning and upkeep of the Lansing AFSCME Council 25 office building and property to ensure a clean and safe environment. Consults with administrative personnel for the purpose of planning, prioritizing and scheduling custodial activities and achieving building maintenance objectives. This position reports to the Chief of Staff and/or their designee.

JOB DUTIES & RESPONSIBILITIES:

- Perform routine cleaning tasks based on a schedule created by the Chief of Staff and/or their designee.
- Cleans building and/or grounds (conference rooms, lunchroom, restrooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment (e.g. mopping, dusting, vacuuming, mirrors, emptying trash and recycling, etc.)
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Move furniture, equipment, and supplies, either manually or by using hand carts.
- Set up, arrange, and remove tables, chairs, ladders, decorations, etc. to prepare conference room for meetings and/or events.
- Clear debris from grounds.
- Removes snow from sidewalks and entryways using snow blower and snow shovel, and spread snow melting chemicals.
- General maintenance of snow equipment.
- Inspects facilities for the purpose of ensuring that the building is suitable for safe operations, maintained in an attractive and clean condition, identifying and reporting necessary repairs to facilities and/or equipment.
- Performs some repairs and maintenance of building such as unclogging toilets, painting, changing light bulbs, fixtures, partitions and replace damaged ceiling tiles.
- May make adjustments and minor repairs to heating, cooling, ventilating, plumbing and electrical systems.
- May use a drill or electric screwdriver to complete minor repairs to facilities.
- May mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Use of personal vehicle to carry out business on behalf of Council 25 (e.g. mail delivery to Post Office, obtain supplies, hardware, etc.) with mileage reimbursement at the IRS acceptable rate.
- Other custodial and/or minor maintenance work as required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of cleaning and waxing compounds, heating and ventilating equipment, snow blowers, custodial equipment, and basic tools utilized in building maintenance; general knowledge of maintenance and repair work; thorough knowledge of proper safety techniques and procedures.
- Skill in the operation of a variety of hand tools. -- Ability to understand and carry out routine oral and written instructions, make routine decisions independently, sustain long periods of light to moderately heavy physical activity, and work harmoniously with others.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES CONT.:

- Ability to understand written and verbal communications.
- Effectively communicate with staff, and others in a calm and respectful manner at all times.

REQUIREMENTS:

- High school diploma or equivalent.
- One (1) year paid experience in custodial, building maintenance or general labor.
- Must at all times possess a valid driver's license, transportation, and provide proof of insurance at Council 25 mandated levels.

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 frequently required to reach with hands and arms, stand, talk or hear; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is regularly required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.