#### JOB DESCRIPTION

### JOB TITLE: CUSTODIAN I

**JOB SUMMARY:** Provides routine and special cleaning services throughout the OSF facilities; performs special jobs of the errand type; helps on maintenance projects, and performs other duties as assigned by the Custodial Supervisor and Physical Plant Manager.

#### **ESSENTIAL JOB DUTIES:**

- 1. Cleans theatres, offices, restrooms, shops and grounds.
- 2. Washes windows, shampoos carpets, waxes floors, cleans restroom fixtures.
- 3. Provides pick-up and delivery service of packages, brochures, mail, UPS and other miscellaneous items within the facility and surrounding area.
- 4. Sets facilities for meetings and other events as needed.
- 5. Moves equipment, racks, costumes, furniture and other items.
- 6. Dumps trash cans, dumpsters and other receptacles.
- 7. Completes work as assigned on work requests.

#### **OTHER JOB DUTIES:**

- 1. Assists on miscellaneous maintenance/custodial projects.
- 2. Clears gutters, roof and storm drains.
- 3. Maintains grounds for safety in inclement weather, i.e. shovels snow, ice melt, etc.
- 4. Cleans apartment carpets as needed

## **RELATIONSHIPS:**

**Reports To:** Custodial Supervisor and/or Assistant Custodial Supervisor, Custodian IV and Custodian III

# **MINIMUM QUALIFICATIONS:** (Necessary to the Successful Performance of the Position)

**Education:** GED or equivalent.

Work Experience: Prior custodial experience helpful.

Machines, Tools, Equipment, Work Aids: Vacuums, buffer and shampooers.

**Physical Ability:** Ability to lift up to 60 pounds frequently; Ability to climb ladders and stairs frequently and to perform routine cleaning functions, including bending, kneeling, climbing, stooping, reaching and scrubbing.

**Other Ability:** Ability to maintain a positive work atmosphere by behaving and communicating in a manner that gets along with clients, customers, co-workers and management; must have valid Oregon drivers license and good driving record.

Non-exempt postition