

CUSTODIAN JOB DESCRIPTION

Reports To: Vice President of Operations

Revision date: 10/13/14

I. Performance Objectives:

- The primary responsibility of the Custodian is to provide custodial services and insure cleanliness of the model homes, field homes and office locations.

II. Knowledge, Skills & Abilities:

- Maintain a high degree of **honesty and integrity**.
- Provide experienced, quality custodial services.
- Ability to work independently and consistently produce results with little or no supervision.
- Exercise professionalism and good judgment while performing custodial services.
- Ability to consistently and reliably travel to all model homes, field homes and office locations to provide custodial services.
- 100% travel required.
- Ability to safely operate a motor vehicle and maintain license requirement.
- Ability to safely climb a ladder
- Skilled in providing light maintenance.

III. Major Duties and Responsibilities:

➤ **Model Homes/Field Homes:**

- Provide quality and regularly scheduled custodial services for all model homes and field homes.
- Vacuum all carpet areas.
- Sweep, mop and clean tile/vinyl floors.
- Clean all hard surface areas with appropriate cleaner.
- Dust all interior surfaces, including baseboards, bookcases, fireplace mantle and hearth, light fixtures, fan blades and all wood/glass furniture.
- Clean all mirrors.
- Clean restrooms. Disinfect sinks, faucets, toilets and urinals. Clean all mirrors. Clean Tubs, showers and vanities.
- Maintain toilet paper, air freshener, hand towels and hand soap in restrooms.
- Wipe down counter tops and backsplash.
- Clean full view back door and sales office doors.
- Dispose of waste in all trash containers (install new liners if needed). Remove trash from model home or field home and dispose of properly.
- Vacuum inside of mechanical closets.
- Spot clean carpet.
- Clean all windows and glass surfaces.
- Maintain cleanliness of front porch, back patio and all sidewalks.

- Use broom or blower regularly
- Power wash as needed
- Vacuum return air grills.
- Check for cobwebs inside and out and hose or broom as needed.
- Clean front and back doors and thresholds.
- Contact carpet cleaning trade contractor when steam cleaning is needed.
- Provide custodial services after special events.
- Other duties as assigned.
- Medallion Homes: Advise VP of Operations when exterior vinyl siding needs to be cleaned.
- Advise VP of Operations of any damage to home.
- Provide spot clean service to model homes and field homes upon request in a timely manner.
- Replace batteries semiannually in all thermostats at Model Homes
- Seasonally adjust sprinkler system at Model Homes as directed by Operations
- Other duties as assigned.

➤ **Sales/Builder/Customer Care Office:**

- Vacuum all carpet areas.
- Sweep, mop and clean tile/vinyl/wood floors.
- Clean all hard surface areas with appropriate cleaner.
- Dust all interior surfaces.
- Clean restrooms. Disinfect sinks, faucets, toilets and urinals. Clean all mirrors.
- Maintain toilet paper, air freshener, hand towels and hand soap.
- Dispose of waste in all trash containers (install new liners if needed).
- Spot clean carpet.
- Clean all storefronts, windows and glass surfaces (inside and outside).
- Provide custodial services after special events.
- Replace batteries semiannually in all thermostats
- Seasonally adjust sprinkler system as directed by Operations
- Other duties as assigned.

➤ **Office Locations:**

- Provide and schedule cleaning services to all areas of the main office including reception area, design center, lobby and waiting area, all offices and multi-workstation office areas, kitchen, copy room, conference rooms, rest rooms, hallways and break areas.
- Vacuum all carpet areas.
- Sweep, mop and clean tile/vinyl floors.
- Clean all hard surface areas with appropriate cleaner.
- Dust all interior surfaces.
- Clean restrooms. Disinfect sinks, faucets, toilets and urinals. Clean all mirrors.

- Maintain toilet paper, hand towels and hand soap in restrooms.
- Spot clean carpet.
- Thoroughly clean carpet.
- Spot clean light switches, walls, doors and doorframes.
- Clean and disinfect sink and coffee maker in kitchen.
- Dispose of waste in all trash containers (install new liners if needed).
- Dispose of shredded paper.
- Stock plastic ware in appropriate dispenser.
- Stock drink cups in appropriate dispenser.
- Clean microwave oven.
- Stock custodial supplies in appropriate supply cabinet.
- Advise VP of Operations as changes are needed to inventory levels for custodian supply vendor.
- Dispose of empty boxes.
- Wet mop all hard surface floors (use germicidal product in restrooms).
- Clean entranceway door glass and windows.
- Clean glass office partitions.
- Clean all HVAC vents and change filters every 90 days.
- Clean water fountain and water cooler.
- Other services:
 - Strip, seal and wax hard surface flooring as needed.
 - Strip and seal restrooms as needed.
- Provide custodial services after special events.
- Replace light bulbs and ballasts as needed.
- Monitor and add septic tank chemical pellets every 90 days (Citywide location).
- Purchasing:
 - Supplies
 - Tools
 - HVAC filters
- Replace batteries semiannually in all thermostats
- Seasonally adjust sprinkler system as directed by Operations
- Other duties as assigned.

IV. Qualifications:

- Prior experience in custodial services.
- Prior experience in light maintenance.

V. Days / Hours:

- Days: Monday through Friday
- Hours: 40 hours per week; currently 5:00a.m.–1:00p.m. Work schedule may vary or change to accommodate cleaning the model homes, field homes and office in off-peak hours.

VI. FLSA Status:

- Non-Exempt.

VII. 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.

100% travel required. While performing the duties of this job, the employee is regularly required to travel, and perform custodial services. Custodial services require employee to lift and carry tools and supplies to and from the worksite. It also requires ability to perform custodial services utilizing these tools and supplies efficiently. Employee will regularly be required to stand, sit, talk and hear. The employee is frequently required to use hands and fingers to handle or feel. Employee is regularly required to reach and perform custodial services with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Employee must be able to work indoors and outdoors in hot and cold conditions.

VIII. 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.

The employee spends the majority of his/her time providing cleaning services in climatically controlled model homes, field homes and office environments. Employee will be required to occasionally work outdoors to clean exterior of model homes, field homes and office locations. The noise level in the work environment is usually moderate. However, custodial tools such as vacuums emit higher noise levels while in use.

I have read and understand this job description.

Signature

Date Signed

Print Name