

# **Northern Kentucky Cooperative for Educational Services**

## **Job Description**

**Position Title: Custodian/Maintenance Worker**

**Responsible to: Executive Director**

Position Description: Performs general cleaning and maintenance duties in maintaining all buildings at NKCES, adjacent walks and grounds, and equipment in clean, orderly and functional condition. Provides assistance to staff, visitors and other employees as necessary.

### **Qualifications**

- High School Diploma or GED Certificate
- Technical school training preferred
- The skills and knowledge required would generally be obtained with previous experience in building cleaning and maintenance work, minimum 5 years previous work experience.
- Ability to apply common sense understanding to carry out detailed oral or written instructions.
- Ability to relate to officials, staff and public in a courteous manner.
- Ability to lift and carry objects weighing 50 pounds.
- Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow.

### **General Duties**

- Receives oral or written orders from operational staff.
- Performs work according to standard procedure and by building's operational schedule.
- Cleans rooms, hallways, restrooms, offices, stairways and windows.
- Uses brooms, mops, and floor equipment to sweep, mop, strip and wax floors.
- Uses vacuum cleaners to clean rugs, carpets, upholstered furniture and blinds.
- Dusts furniture and equipment.
- Washes walls, ceilings, woodwork, windows, doors and sills.
- Makes minor carpentry, electrical, mechanical and plumbing repairs.
- Performs touch up and finish painting.
- Empties wastebaskets.
- Replenishes restroom supplies.
- Replaces light bulbs.
- Sets up and tears down chairs, tables and equipment in meeting rooms, and function rooms.
- Prepares rooms for use by employees and organizations.
- Clears snow from entrances and walkways.
- Picks up and delivers supplies and materials to rooms.
- Follows all applicable safety rules and procedures.
- Opens and closes library building according to security procedures.
- Reports work accomplished orally or on written work order to supervisor.

### **Additional Duties**

- Participates in general cleaning, painting, and repair work.
- Uses hand tools and power tools in making minor maintenance repairs and maintaining grounds and walks.
- Assists in shipping and receiving of supplies and materials.
- Provides assistance to officials, staff, visitors, and other employees as necessary.
- Checks building at beginning and end of shifts.
- Participates in building coverage by working mid-day to evening shift.
- Receives general supervision from the Executive Director and Operations Staff.

### **Employment**

- Full-time
- 40 hrs./wk., 8 hrs./day