



JOB DESCRIPTION

JOB CLASSIFICATION: Maintenance
JOB TITLE: Terminal Custodian
REPORTS TO: Terminal Lead Worker
APPROVED BY:

DEPARTMENT: Maintenance
EXEMPT: No
APPROVED DATE: 3/1/2006
REVISED: 5/7/2018

JOB SUMMARY: Works directly under the Lead Worker to complete assigned projects for preventative and corrective custodial services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following as well as other duties and responsibilities which may be assigned.

- Cleans floors and stairways, walls, drapes, blinds, furniture, and heat, light and air-conditioning fixtures.
- Spot cleans floors, carpets, windows, mirrors, glass areas and walls.
- Cleans and disinfects restroom fixtures, and drinking fountains.
- Operates equipment and machinery used to clean various coverings.
- Washes windows, and uses ladders and scaffolding equipment safely and properly.
- Moves and rearranges furniture as directed.
- Replenishes various restroom containers and dispensers.
- Empties and wipes ashtrays.
- Reports the need for repairs to supervisor.
- Empties trash cans and replaces plastic liners.
- Picks up litter from assigned areas.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or other abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, TRAINING, AND EXPERIENCE:

- High School diploma or equivalent and two years of experience in facilities maintenance.
- California Drivers License required.

KNOWLEDGE OF:

- Proper methods, techniques, materials, tools and equipment used in modern custodial work.
- Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
- Proper methods of storing equipment, materials and supplies.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Appropriate safety precautions and procedures.
- Proper lifting techniques.

ABILITY TO:

- Conducts self in courteous manner to staff, customers, vendors, and contractors.

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- Use equipment and materials in a safe and acceptable manner, follows established safety procedures by using appropriate safeguards, and observes common sense rules of safety in all on-the-job activities.
 - Read written documents.
 - Effectively present information and respond to questions from staff and the general public.

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 talk, hear, and see.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision. The employee must be able to move intermittently throughout the work day.
- The employee stands, walks, stoops, kneels, bends, and climbs inside and outside of buildings.
- The employee must occasionally lift and/or move up to 40 pounds, but regularly lifts or pushes items weighing 5-10 pounds.
- Must work in all kinds of weather conditions.

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 works both indoors and outdoors, in primarily very noisy conditions.
- The employee works in proximity to aircraft ground operations, moving mechanical parts, and hazardous chemicals on a daily basis.

ACKNOWLEDGMENT & RECEIPT

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for MRY to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

Employee Signature

Date