

Custodian (Part time)– Job Description

Bergamo Center for Lifelong Learning

Job Summary

Performs general cleaning and upkeep of the Bergamo Center and gym. Sets up conference rooms, and performs minor maintenance as directed. As necessary, the Custodian is expected to assist other staff members in completing tasks to meet the needs of Bergamo Center's guests. Insures the facility is safe and secure for our guests.

A. Essential Duties

1. Complete daily all set-ups of rooms and the gym, assigned cleaning tasks on custodial checklists, and any extraordinary tasks assigned by the Environmental Services Coordinator.
2. Report any tasks not completed to the next shift custodian.
3. Report any and all trouble (e.g. broken articles, repair or cleaning needed, malfunctioning equipment) to Environmental Services Coordinator.
4. Perform any functions or make any adjustments necessary to conference room set-ups to satisfy the needs of the guests according information from the scheduling office or the front desk (if the Custodian has a question regarding duties assigned by another department, he/she is to perform the duty and is to report it to the Environmental Services Coordinator).
5. Suggest to the Environmental Services Coordinator different procedures, supplies, or equipment that would improve the efficiency of the section.
6. Insure the facility is secure and addresses any security or emergency problem that arises during the shift.
7. Request needed supplies and equipment from the Environmental Services Coordinator.
8. Work with minimal supervision.

This section is not intended to be an exhaustive listing of all the responsibilities, duties, and required skills of this position. There are other non-essential duties the Custodian will be required to perform. The Bergamo Center has the right to change duties and responsibilities required for the position of Custodian.

The Custodian must perform all duties in the manner consistent with the Mission Statement of Bergamo Center. Evaluation of the performance will be based on the fulfillment of the above duties efficiently and accurately with the proper professionalism and as they represent the mission and goals of Bergamo Center for Lifelong Learning.

B. Requirements

1. Custodian must have basic knowledge of custodial/janitorial cleaning skills.
2. Interpersonal skills in working with other employees and staff are essential, as is the ability to be courteous and friendly with guests.
3. Custodian must be able to lift 50 or more pounds on occasion, with or without help and will be on his/her feet 85% of the time. Safety equipment provided to assist with heavier lifting as needed.
4. Employee authorizes direct deposit of pay.
5. Reliable transportation to and from work is essential.

C. Hours

This is a part-time hourly position on Friday and Saturdays – up to 32 hours per two-week pay period. The hours for the evening custodian are from 9:30 pm to 6:00 am when groups of guests are present, but may vary at other times with supervisor's approval.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____