

**HOUSING AUTHORITY OF THE SAC AND FOX NATION
JOB DESCRIPTION**

Job Title: Custodian
Department: Maintenance
Supervisor: Maintenance Manager
FLSA: Non-Exempt
Job Position: Key Position

Position Summary:

The custodian maintains a clean working environment for all staff and visitors of the Housing Authority of the Sac and Fox Nation, ensuring all areas are safe.

Duties and Responsibilities:

1. Service, clean, or supply restrooms.
2. Clean building floors by sweeping, mopping, scrubbing, or vacuuming
3. Gather and empty trash
4. Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
5. Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
6. Clean windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees.
7. Perform minor repairs
8. Notify managers concerning the need for major repairs or additions to building operating systems.
9. Requisition supplies or equipment needed for cleaning and maintenance duties.
10. Dust furniture, walls, machines, or equipment.
11. Clean and polish furniture and fixtures.
12. Move heavy furniture, equipment, or supplies, either manually or by using hand trucks.
13. Remove snow from sidewalks, driveways, or parking areas, using snowplows, snow blowers, or snow shovels, or spread snow melting chemicals.
14. Monitor building security and safety by performing tasks such as locking doors after operating hours or checking electrical appliance use to ensure that hazards are not created
15. All other duties as assigned by Supervisor.

Knowledge, Skills, and Abilities:

1. Proficient knowledge of cleaning equipment and agents.
2. Ability to work with minimal supervision.

3. Proficient with handling basic maintenance repairs.
4. Must have excellent verbal and written skills.
5. Ability to lift objects up to 50 lbs.
6. Ability to work for long hours on one's feet.
7. Ability to perform physical tasks constantly.
8. Knowledge of occupational hazards safety rules.
9. Indian preference shall be used in the review and selection process.
10. Professional attire and appearance required.
11. Trustworthiness.
12. Professionalism required.
13. Ability to accept criticism in a non-defensive manner.
14. Candidates will be subject to a criminal background check, drug screening and all other required verifications.

Education and Experience:

1. High School diploma or GED.
2. 3+ years' experience in a custodial role.
3. Must possess a valid driver's license and be insurable.

I have read and have a basic understanding of all the duties required of this position. I also understand that this job description does not constitute a contract for employment.

Employee Signature

Date

Executive Director

Date