

Custodian - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

KNOWLEDGE OF WORK:

- Knows how to perform basic custodial, maintenance and repair work. May include some basic carpentry, plumbing, electrical, mechanical, replacing air filters, oil, screens, replacing worn parts
- Understands the standard for cleanliness and performs routine cleaning functions to ensure organization premises are clean and tidy
- Maintains external premises of organization: mowing, pruning, sweeping, snow shovelling, replacing light bulbs, doormats, cleaning of windows, picking up trash

QUALITY OF WORK:

- Performs all duties and functions productively and to the required standard of cleanliness, orderliness, state of repair, or required maintenance schedule
- Maintains record of repairs, maintenance, replacement and service on appropriate equipment and premises
- Takes pride in workmanship; treats the performance of tasks as personal stamp of approval

QUANTITY OF WORK:

- Maintains and processes all tasks, as scheduled, to the required standard, without exception
- Schedules and performs periodic maintenance work (i.e. weekly, monthly, quarterly, annually) on physical premises, grounds, equipment, and ancillary systems, precisely on schedule
- Ensures daily cleaning functions are performed daily and completely in conformance with the task-list and required cleaning protocols
- Performs such other functions as might be appropriate and have been clearly specified

SERVICE ATTITUDE:

- Promotes a positive attitude between self and the organization staff
- Is willing to go that "extra mile" to provide value service to the customer
- Greets every person with eye contact and a smile; promotes harmony and cooperation