



## Job Description

Position: **Custodian**

Program/Department: Farragut Cornerstone

Reports to: Program Director/Director of Facilities

Perform diverse custodial duties and operate the elevator. The Custodian/Elevator Operator is responsible for maintaining the premises and its equipment in a clean, safe and sanitary condition.

### Responsibilities:

- Serve as the elevator operator for staff, clients, and visitors of BCS; maintain safe operations of the elevator and follow all safety procedures.
- Sweep, mop and wax office floors, halls, kitchen and bathrooms. Vacuum rugs.
- Clean bathrooms; remove trash.
- Dust and wipe tops of cabinets and desks, window frames and sills, door frames, radiators, etc.
- Spot clean walls and door frames in offices and public hallways.
- Clean kitchen including sanitizing counter areas, sink, and surfaces; wiping down refrigerator and stove; sanitizing kitchen floor and all refuse cans.
- Keep inventory of sanitary supplies.
- Make general repairs including painting and unclogging drains
- Ability to operate power tools is required
- Remove snow.
- Other duties as assigned.

### Qualifications Required:

- General custodial related experience, such as cleaning and repairing.
- Good communication skills.
- Ability to keep simple inventories of supplies on hand and needed.

### How to apply:

[Click here to apply to the Custodian role](#)