

THE THRIFT STORE – BENEFITTING THE CLUB FOR BOYS

Job Description –Custodian

Job Summary: The Custodian is responsible for the overall cleanliness of The Thrift Store

Reports to:

- Thrift Store Manager

Supervises:

- None

Responsibilities:

- Ensure spaces are prepared for the next day by taking out trash
- Sweep and mop floors and vacuum carpets
- Wash and sanitize toilets, sinks and showers and restock disposables (e.g. soap)
- Wipe mirrors and windows
- Maintain outer premises by watering plants, mowing lawn, cleaning entrances
- Utilize insecticides to prevent infestation by dangerous pests
- Report any damages
- Secure facilities after operating hours by locking doors, closing windows and setting the alarm
- May be asked to shovel snow from the sidewalk, lift heavy items

Minimum Qualifications:

- High School diploma or equivalent.
- Two years of custodial experience.

Skills:

- Ability to multi-task, solve problems, work under pressure, and meet deadlines.
- Self-starter with the ability to work with little or no supervision.
- Good people skills.
- Must possess mature judgment, neat personal appearance, tact and discretion.

Physical Requirements:

- Ability to lift, maneuver, and carry medium to heavy objects (i.e. 10 – 50 lbs.).
- Must be able to stand for extended periods, bend, squat, kneel, climb, reach above shoulder level and lift from high to low positions.
- Good manual dexterity, good hand/eye coordination, and good visual acuity.
- Climb steps, inclines, and ladders.

Work Specifics:

- Full time, hourly non-exempt.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

I have read and agree with the above job description.

_____ *Date* _____