

CUSTODIAN

VARC, Inc.

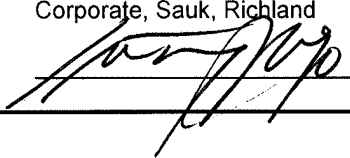
Reports to: Maintenance Supervisor (C)
General Manager (S & R)

Department: Maintenance

Classification: Non-Exempt

Division: Corporate, Sauk, Richland

Date: January 5, 2009

Approved: **JOB SUMMARY:**

Directed and supervised by the Maintenance Supervisor or General Manager, the Custodian is responsible for cleaning all assigned areas on a regular basis, inside and outside the facility. The Custodian will also perform light maintenance as needed.

ESSENTIAL FUNCTIONS:

1. Cleaning of all office and entry areas.
2. Cleaning of cafeteria and kitchen.
3. Assist in cleaning of production area.
4. Washing all windows as needed.
5. Snow removal of sidewalk and entry areas.
6. Reports all injuries and incidents as required.
7. Perform light maintenance on building fixtures; plumbing, lighting, doors & windows, furnace filters, fire extinguisher inspections, eye wash station inspections.
8. Accepts other duties as assigned.

QUALIFICATIONS:

Must be able to lift 35 lbs. on a regular basis. Must also be able to withstand exposure to cold and heat for outside maintenance.

This description reflects the general details considered necessary to describe the principle functions of the job identified for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements that may be inherent in the job nor shall be construed as giving exclusive title to every function described.

I have read my job description and understand it:

Employee Signature_____
Date_____
Supervisor Signature_____
Date