

Custodian**VARC, Inc.**

Reports to: General Manager

Department: Production

Classification: Non-Exempt

Date: October 2, 2017

Approved: _____

**Job Summary**

Directed and supervised by the 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. Cleans all office and any entry areas.
2. Cleans cafeteria and kitchen.
3. Assists in cleaning production area.
4. Washes all windows as needed.
5. Snow removal of sidewalk and entry areas.
6. Reports all injuries and incidents as required.
7. Performs light maintenance on building fixtures; plumbing, lighting, doors and 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 considered 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