FLINT HOUSING COMMISSION
JOB DESCRIPTION

TITLE: CUSTODIAN

REPORTS TO: PROPERTY MANAGER

SUPERVISES: N/A

GENERAL STATEMENT OF DUTIES:

The Custodian performs custodial support for designated Flint Housing Commission properties. Demonstrates knowledge of basic cleaning, proper chemical use, and standard safety while using equipment and chemicals.

RESPONSIBILITIES:

- Operates a variety of power and hand machinery used for cleaning such as vacuums, sweepers, floor polishers, etc.
- General cleaning of all lobbies, common bathrooms, community rooms and kitchens of designated FHC properties.
- Empties common garbage in each office, lobby, kitchen, community room and properly disposes of shredder machine bags.
- Floor Maintenance, including collecting trash, gum removal, vacuuming, sweeping, dry and wet mopping, scrubbing, waxing, and buffing common floors as determined by your supervisor.
- Assists with outdoor maintenance, such as collecting lawn debris, shoveling snow, and cleaning sidewalks.
- Contributes to team efforts by performing other responsibilities and duties as required or assigned.

QUALIFICATIONS:

- High school diploma or equivalent.
- Ability to kneel, crawl, stoop and crouch in order to work in tight or cramped areas.
- Ability to lift up to 50 pounds.
- Valid driver's license.

By signing below, the employee is acknowledging that he/she understands the requirements, essential functions and duties of this position.

DM 8/2/17; DM 8/9/17; DM 10/12/21

Employee's Signature_____ **Date**_____

DM 8/2/17; DM 8/9/17; DM 10/12/21