

Maquoketa Valley Electric Cooperative
Employee Job Description NRECA Job Code – 20N

Job Title: Part-time Custodian **Prepared by:** Human Resources

SUMMARY

The Part-time Custodian cleans areas of the Cooperative building in such a manner that they will be attractive, clean and orderly so as to provide proper facilities for employees, members and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed by the individual. They are not intended to be construed as an exhaustive list of all responsibilities. The Custodian shall be required to perform any other duties assigned in order to fulfill the objective of the Cooperative.

- Daily vacuuming and mopping of hallway and lobby area
- Daily cleaning and restocking of kitchen
- Weekly cleaning, or as needed of Safety Room
- Daily cleaning and dusting of Board Room
- Daily garbage collection in all building areas
- Weekly cleaning of offices
- Preparation of meeting rooms
- Daily cleaning and restocking of restrooms
- Washes windows
- Notifies supervisor of major maintenance problems
- Responsible for providing a safe work environment for themselves and all employees working near them.

LICENSES AND CERTIFICATIONS

Valid Driver's License

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- High School graduate or equivalent is preferred
- Experience should include all aspects of building cleaning
- Must be able to understand instructions for safe operation of various machines and supplies used in maintaining an office building.
- Must be able to perform the activities necessary to complete work assignments described in the position description.
- Must be able to operate standard cleaning equipment including vacuum cleaners, buffers etc.
- Must be able to follow instructions and work independently with minimal supervision

Language Skills

Ability to effectively present information and respond to questions from managers and co-workers.

Mathematical /Computer Skills

Basic math skills are required as well as the ability to read, and interpret instructions and directions for various products used in the Part-time Custodian position.

Reasoning Ability

Ability to apply common sense understanding and to carry out instructions furnished in written or oral form;

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is required to stand. The employee is required to walk. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. A combination of inside and outside work will be required. The Part-time Custodian is scheduled as best meets the needs of the Cooperative. Noise levels range from quiet to very noisy.

INTERNAL RELATIONSHIPS

This position requires communicating with all employees to ensure that maintenance and cleaning needs are completed on a timely basis.

EXTERNAL RELATIONSHIPS

This position may also work with people outside the Cooperative, extending a positive, professional image of Maquoketa Valley Electric Cooperative in all communication and actions.