



Humane Society of Sonoma County Job Description

Job Title:	Custodian	Location:	Santa Rosa
Department:	Operations	Hours:	Up to 25 hrs./wk.
FLSA Classification:	Part-time, non-exempt	Reports To:	Facility Operations Manager
Salary Range:	\$17.87–\$20.00/hr. DOE		

SUMMARY

The Custodian is responsible for performing janitorial duties such as cleaning buildings, removing debris, and keeping areas neat and tidy throughout HSSC buildings. Kennels are cleaned by Animal Care staff and are not included in the job duties for this position.

DUTIES AND RESPONSIBILITIES

- Vacuum, sweep, and mop floors.
- Clean, sanitize, and restock supplies in bathrooms.
- Scrub, strip, sanitize, wax, and buff floors using powered machines equipped with rotating brushes.
- Steam clean carpets as needed.
- Clean sinks, counters, microwaves, and refrigerators in break room.
- Empty all trash cans and replace liners and clean receptacles as necessary; empty all recycling bins.
- Dust and clean office desks and furniture that are not cluttered.
- Clean windowsills, windows, and mirrors.
- Maintain janitor closets in a clean, organized, and safe manner.
- Maintain janitorial equipment in a clean, safe and operable condition.
- Proper use and labeling of cleaning agents.
- Maintain inventory of cleaning and toiletry supplies.
- Identify and report possible needed repairs or safety hazards.
- Monitor building security and safety by performing such tasks as locking doors after operating hours.
- Clean grounds and parking lots of litter, glass, or other debris.
- Perform other related duties as assigned.

Supervision: This position reports directly to the Facility Operations Manager.

KNOWLEDGE, SKILLS, AND ABILITIES

- Good communication and interpersonal skills.
- Willingness to work late hours when most staff are out of the building.
- Ability to follow oral and written instructions.
- Ability to work independently.
- Knowledge of standard methods, practices, tools, and equipment of the janitorial service.
- Knowledge of occupational hazards and safety rules.
- Ability to operate and use janitorial tools, equipment, and supplies such as floor buffers, vacuum cleaners, and cleaning compounds and solutions.

QUALIFICATIONS

- Six months or more related janitorial experience preferred.
- Must be able to move, lift, and carry items weighing up to fifty pounds.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job the employee is required to stand, walk, bend, reach, stoop, kneel, squat, and crawl; use finger, handle, or feel objects; reach with hands; talk and hear; climb or balance. The employee must be able to lift, move and carry objects up to 50 pounds. Use of arms above the shoulder is sometimes required. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work environment:

The employee is generally working in a shelter environment and will be exposed to animals. Duties involve the use of cleaning agents and are performed in the animal adoption, hospital, and administrative office areas at the Sonoma Humane Society. Allergic condition which would be aggravated from exposure to animals or cleansing agents is a disqualification.

NOTES

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time and the employee is expected to adhere to all company policies. The above information is representative of the work performed in this position, however it is not all-inclusive. The omission of a specific duty or responsibility does not exclude it from the position if the work is similar or related to the essential duties and responsibilities.

I have read and understand this explanation and job description and am able to perform all duties contained herein.

Employee Name

Manager Name

Signature

Signature

Date

Date