

JOB DESCRIPTION

POSITION: Custodian (Part-time)

PRIMARY DUTIES AND RESPONSIBILITIES: The Custodian is primarily responsible for maintaining a clean and safe environment at Temple Sinai and supporting all aspects of proper set-up and break-down of events.

ESSENTIAL FUNCTIONS:

- General cleaning of classrooms, bathrooms, common areas and external grounds
- Event set-up and break-down including lifting and arranging furniture and physical arrangement of wall partitions
- Light maintenance (hanging pictures, changing lightbulbs, etc.)
- Clean, sweep, mop, scrub, wax, and polish floors by hand or machine
- Clean carpet, upholstery and furniture
- Maintain building security (ensure appropriately locked and entrance monitored)
- Move equipment and furniture.
- Maintain outside sidewalks to keep them free of snow and debris
- Assist in keeping outside premises in an orderly condition.
- Perform some repairs and maintenance of buildings (patching walls, painting walls and trim, replace damaged ceiling and floor tiles, repair carpet, etc.)

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the Temple. Job descriptions are revised periodically to meet the needs of the Temple.

PROFESSIONAL CONDUCT:

- Serve as a role model for all staff in promoting the Temple
- Foster Temple-wide cooperation and teamwork through use of positive/constructive communication techniques.
- Maintain confidentiality as appropriate

SUPERVISION:

Exercised: None

Received: Executive Director

ADDITIONAL REQUIREMENTS:

- Able to lift 100 lbs.
- Able to work in adverse weather conditions
- Skill in the operation of a variety of hand tools
- Able to understand and carry out routine oral and written instructions
- Able to sustain long periods of heavy physical activity
- Able to sit, crouch or crawl, climb, and balance
- Kind and customer-oriented disposition

STATEMENT OF UNDERSTANDING:

I have reviewed with my supervisor and received a copy of this job description. I understand performance appraisals will be based upon the responsibilities and duties described above. I further understand that it is my responsibility to contact my supervisor if clarification of any of my responsibilities is required.

Employee Print Name Employee Signature Date

Supervisor Print Name Supervisor Signature Date