



# Unified Vailsburg Services Organization

## JOB DESCRIPTION

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- Position:** Custodian / Maintenance
- Department:** Buildings and Grounds
- Reports To:** Director, Buildings and Grounds
- Salary:** Full-Time Compensation and Benefits Package

Under the supervision of the Director, custodian/maintenance personnel performs general cleaning and maintenance tasks across all UVSO campus sites including residential and commercial properties. Additionally, this position is responsible for the upkeep of adjacent walkways and grounds, equipment and assets in order to sustain clean, orderly and functional conditions across the UVSO Service Campus. Provides support and assistance to administration, visitors, and staff as necessary.

### Essential Functions

- Performs work according to standard procedures and by buildings' operational schedules
- Cleans class rooms, hallways, restrooms, offices, stairways, windows and parking lots including but not limited to:
  - Using brooms, mops, and other floor equipment to sweep, mop, strip and wax floors
  - Using vacuum cleaners and steamers to clean rugs, carpets, upholstered furniture and blinds
  - Dusting furniture and equipment
  - Washing walls, ceilings, woodwork, windows, doors and sills
  - Emptying wastebaskets
  - Performing touch-up and finish painting
  - Replenishing restroom supplies and on-site supply cabinets
  - Replacing light bulbs
  - Setting up and breaking down chairs, tables and equipment for meetings and events
  - Preparing rooms for use by UVSO and/or partner organizations
  - Clearing snow from entrances and walkways
- Transporting supplies and materials between campus locations
- Following all applicable safety rules and procedures
- Opening and closing UVSO buildings according to security procedures
- Completing daily written reports based on building checks and work accomplished during shift

### Additional Duties

- Assist in shipping and receiving of UVSO supplies and materials
- Provide assistance to officials, staff, visitors, and other employees as necessary
- Participate in building coverage by working evening and Saturday rotation as required/needed

### Minimum Qualifications

- Mechanical aptitude
- Ability to relate to officials, staff and public in a courteous manner
- Ability to lift and carry objects weighing from 15 to 75 pounds
- Ability to work occasionally in poor weather conditions, including: heat, cold, rain, or snow
- Superb physical dexterity
- New Jersey driver license is required

### Preferred Qualifications

- Knowledge and skills pertaining to general building repairs

**NOTE:** The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.