

<p align="center"><b>JOB DESCRIPTION: SPURWINK SERVICES</b></p>	<p align="center"><b>CUSTODIAN</b></p>
<p><b>Effective Date: 9/01/10</b></p>	<p><b>Revised: 09/10/2010; 05/17/12</b></p>

\* Denotes an Essential Function

**Title:** Custodian

**Category:** AS1

**Code:** CUST

**Education and Experience Required:** High school diploma or G.E.D.

**Knowledge, Skills and Abilities Necessary:** Must have referenced ability to perform custodial and light maintenance functions .

**Minimum Physical Requirements:** Must be able to perform custodial activities, which will include, at minimum: being able to go up and down stairs; bending and lifting; carrying objects, materials, and tools.

**Duties and Responsibilities of the Position:** The Custodian is responsible for performing light maintenance and custodial duties within his/her skill level and capabilities. In the event the work required is above and beyond the Custodian's abilities, he/she is responsible for insuring the necessary work is done in a timely manner. As he/she is in the company of clients of Spurwink during the course of his/her employment, the Custodian is expected to be a positive role model for the clients and to maintain appropriate attire. Duties and responsibilities of the position include, but are not limited to, the following:

- \* 1. Perform custodial work for the facility, a specific list of work to be developed at each site by the Program Director.
- \* 2. Perform light maintenance for facilities, as needed.
- \* 3. Maintain grounds of the facilities, as needed or requested by program director.
- \* 4. Provide/assure snow/ice removal for the facilities, as needed, in conjunction with contracted labor.
- \* 5. Recommend work repairs to the Program Director and/or his/her designee and follow up as needed.
- \* 6. Coordinate work order activity with Safety/Procurement Coordinator or Facilities Manager.
- \* 7. Maintain a current Maine driver's license and a clean driving record as outlined in Spurwink's Driving Policy.
- 8. Develop and maintain vendor relationships in the local area in order to obtain maintenance and cleaning items at a reasonable cost.
- 9. Obtain maintenance and cleaning items as needed.
- 10. Monitor safety issues for all sites and report any such issues to Program Director and/or his/her designee.

11. And, those other duties as deemed appropriate by the Program Director and/or his/her designee.

**Immediate Supervision:** Program Director and/or his/her designee.

**Immediate Subordinates:** None.

**Schedule of Employment:** Non-exempt.

**Other:** As an employee of Spurwink, the Custodian is expected to adhere to the policies and procedures of Spurwink. Due to the nature of the work of working in close proximity with clients from diverse backgrounds, the Custodian is required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. By virtue of the responsibilities of this position, it is reasonably anticipated that the Custodian may be exposed to blood or other potentially infectious materials. Therefore, he/she will receive blood borne pathogens training (including training regarding Hepatitis B) and will be offered the Hepatitis B vaccination series upon hire. He/she must keep client health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA).

**General Sign Off:** The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date