

**Occupational Services, Inc.**  
**Job Description**

**Custodian**

**QUALIFICATIONS:**

Minimum High School diploma or GED. Experience in custodial field preferred.

RESPONSIBLE TO: Operations / Development Specialist

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 1) Maintain a clean and orderly building.
- 2) Other duties as assigned.

**Physical Requirements:**

Seeing/general; hearing/listening; clear speech - complete; mobility; lifting (less than 80lbs.); carrying; pushing; pulling; climbing; kneeling; stooping; bending; sitting; squatting; may be on feet for up to 3 straight hours; probably on feet for a total of 6 to 7 hours per work day; flexibility, upper body, lower body; standing

**Mental Requirements:**

Reading -basic; writing - basic; work under time constraints; interrelationships with co-employees, communication verbal,

**Work Environment:**

Works alone, works with others, works around others; verbal contact with others; face-to-face contact; inside; outside; temperature changes; wet and/or humid; noise; vibration; mechanical equipment; electrical equipment; moving objects; fumes/odors; dirt/dust.

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(Staff Signature)

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(Date)