



Nevada Blind Children's Foundation
Job Description
Building Custodian

Job Title: Building Custodian
Department: Finance & Facilities
Reports To: Finance & Facilities Director
Status: Part-Time

Job Summary

The primary role of the Building Custodian is to keep the facilities and grounds of Nevada Blind Children's Foundation and Children's Learning Center clean and orderly. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, general landscape maintenance and removing rubbish. Duties may include performing routine maintenance activities and notifying management of need for repairs and/or reorders of supplies.

Essential Duties and Responsibilities (include but not limited to):

- Perform general clean-up of all areas of the building as needed
- Clean building floors and sweeping, mopping, scrubbing, or vacuuming
- Service, clean, and supply all restrooms
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors.
- Manage routine upkeep of exterior areas, green space and parking lot
- Complete non-routine cleaning according to specified job orders
- Remove garbage and recycling and prepare bins for weekly pick-up
- Ensure landscaping is trimmed and well maintained.
- Ensure facility parking lot, playground, and all outdoor walkways are clean of debris.
- Walk property on a regular basis to evaluate sprinkler system and ensure its free of leaks and debris.
- Handle emergency cleaning and upkeep requests
- Ensure rooms are maintained and fully equipped
- Follow procedures for the use of chemical cleaners and power equipment, to prevent damage to floors and fixtures.
- Follow cleaning procedures and safety protocols to maintain all licensing and accreditations of the business.
- Monitor building security and safety by performing such tasks as locking doors and gates after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Troubleshoot minor issues with HVAC system, lighting and indoor climate control as necessary.
- Set up, arrange, and remove decorations, tables, chairs, ladders, and other items to prepare facilities for events such as banquets and meetings.
- Other duties as assigned



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Qualifications

- A. Education and/or Experience
 - 2+ years of janitorial experience
 - High school diploma/GED required
- B. Certificates, Licenses, Registrations
 - Valid Driver's License Required
 - Must be able to pass background check
- C. Language
 - Proficient English, oral and written - Spanish a plus
- D. Reasoning Ability
 - Capacity to take direction
 - Ability to work well under minimal supervision
 - Strong attention to detail
- E. Physical Demands
 - Ability to work a flexible schedule including early mornings, nights, or weekends
 - Physically capable of lifting and moving objects up to 50 pounds as necessary
 - Must have personal transportation
 - Other demands as determined by NBCF

Signature _____ Date _____