

Daily Job Duties of Custodial Staff During Shift

**Receives direction from immediate Supervisor about job tasks and run assignments.
Assignments may change due to emergency work orders, scheduled vacations, sick time, etc...**

Daily Custodial Job Duties are as follows:

- Check custodial cart for stock prior to beginning route.
- Dust windows, furniture, air vents, partitions.
- Clean hallways, offices, common areas, lobby areas, windows.
- Clean restrooms from top to bottom, stock paper goods and soap and disinfect entire restroom.
- Mop tiled hallways, and other tiled floors throughout assigned area while using wet floor signs.
- Vacuum carpeted floors throughout building and assigned area.
- Empty All trashcans, small recycle bins and replace trashcan liners throughout assigned area.
- Shampoo, extract, or bonnet carpeted floors as needed.
- Strip, seal and wax tiled floors as needed throughout assigned area.
- Burnish tiled floors as needed.
- Clean, squeegee windows, glass, and mirrors as needed in assigned area.
- Dust All countertops, desks, tables and chairs throughout assigned area.
- Disinfect surfaces, door handles, drinking fountains, all restrooms in assigned area.
- Check route for any Safety issues and report to direct Supervisor if any are found, so that corrective measures can be taken.
- Stock custodial cart at before the end of shift to prepare for the next shift.
- Employee shall use proper PPE while performing All job duties during their work shift.
- Conduct miscellaneous work orders, job tasks, repair Safety issues as directed by immediate supervisor, as well as other miscellaneous tasks as needed.