

Job Description – Custodian

Under the directions, and supervision of the General Manager, responsible for performing overall cleaning of both the interior and exterior of the buildings, general upkeep of the Community and other duties as assigned.

Below are specific requirements of the Custodian to perform:

- I. Minimum Required Skills:
 - a. Detailed oriented
 - b. Capable of working independently
 - c. Capable of understanding the overall expected look of the property

- II. Performance:
 - a. Follow and adhere to the Denizen Management Property Maintenance Policies & Procedures
 - i. Routine Maintenance
 - ii. Work Orders
 - iii. Maintain all maintenance logs
 - b. Clean building floors by sweeping, mopping, scrubbing or vacuuming
 - c. Gather and empty trash in the common areas inside and out
 - d. Service, clean and supply common area restrooms and model
 - e. Assist with salting of the entryways during winter months
 - f. Cleaning of 'make ready' units to the level set by the General Manager
 - g. Picking up of the exterior of the property each day, if time permits, twice a day
 - h. Lighting checks and bulb replacements in the hallways, entry and exterior
 - i. Clean of the entry doors daily
 - j. Other duties as assigned

Minimum Requirements of the Job:

- a. One to three years of cleaning/ grounds experience
- b. Attention to detail and accuracy
- c. Excellent customer service and communication skills
- d. Ability to interact positively with customer and employees



- e. Demonstrate initiative and follow through on projects and work assignments
- f. Travel for the first day training, QUE 101 and other Denizen Management required training
- g. Proficient in the use of the Office Suite and propensity to learn new software programs
- h. Valid Driver's License

I have read and understand my job description.

Signature: _____ Date: _____

Printed Name: _____

