

TIOGA/BRADFORD COUNTY HOUSING AUTHORITY
CUSTODIAN CLASSIFICATION
JOB DESCRIPTION

QUALIFICATION:

High School Graduate or successful completion of GED preferred; minimum one (1) year practical custodian work experience in hotel, school system, residential or commercial environment; ability to maintain good rapport with the public, residents and co-workers; must pass a drug and back ground screening.

DUTIES:

1. Responsible for custodial work in the interior and exterior of the Housing Authority (HA) buildings.
2. Custodian will assist with general cleaning of common areas in HA buildings.
3. Custodian is responsible for clean up of grounds and parking areas. This could include but is not limited to; mowing and snow removal.
4. Custodian must have the knowledge to operate small engine equipment such as; lawn mowers, tractors, snow blowers, weed trimmers, hedge cutters, floor buffers, etc.
5. Custodian will paint in common areas and vacant apartments when assigned by the Maintenance Foreman.
6. Custodian will maintain the trash compactor and dumpster areas in a sanitary condition and assist with trash removal.
7. Custodian is responsible for small item routine work orders. Such as; light bulb replacement, lock outs, hanging pictures and mini blinds, aerator replacement, spackling small holes, outlet replacement, etc. All requests will be assigned by the Maintenance Foreman.
8. Custodian must follow all HA safety procedures in using all authority supplies and equipment.
9. Custodian will always present themselves in a courteous and respectful manner while representing the HA to all residents, co-workers and other visitors to the building.