

PORT OF PORT TOWNSEND

POSITION DESCRIPTION

Position Title: **Custodian**

Department/Location: **Port Townsend Operations & Administrative Offices**

Reports to: **Operations Manager**

Position Summary:

The Mission of the Port of Port Townsend is to serve the citizens of Jefferson County by responsibly maintaining and developing property and facilities to promote sustainable economic growth, to provide community access to Port facilities and services, and to protect and maintain our community resources and maritime heritage. The Custodian plays an essential role in accomplishing the Port's Mission and will be a member of a collaborative and team-oriented work environment.

The Custodian is a member of the maintenance team and is responsible for maintaining the hygiene and cleanliness of Port public bathrooms and offices, both for operations and administration. This position must report any safety, maintenance or repair issues identified while performing daily duties. The goal is to keep our buildings in a safe, clean and orderly condition.

Major Duties and Responsibilities

- A. Clean all areas assigned using approved methods and materials in accordance with performance expectations (dusting, sweeping, vacuuming, mopping, restroom cleaning and disinfecting, etc.).
- B. Gather and empty trash and recyclables; check Environmental Centers for overflow and report to Maintenance Manager, as applicable.
- C. Maintain custodial supplies in serviced locations, as required.
- D. Inventory and deliver supplies to each location, maintaining a list of required supplies and schedule to re-stock at each location.
- E. Notify Maintenance concerning the need for safety issues and major repairs identified inside or outside of each building.
- F. Perform and document routine inspection and cleaning activities.
- G. Requisition products and equipment needed for cleaning, maintenance and replenishment of supplies.
- H. Keep tools and machines clean and in good repair.
- I. Periodically carry out heavy cleansing tasks and special projects.
- J. Follow procedures for the safe preparation of chemical cleaners in accordance with manufacturer specifications and the use of chemical cleaners to prevent damage to floors and fixtures.
- K. Drive Port vehicle required to perform or travel to locations to be cleaned.
- L. Performs other duties as assigned.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform all duties in an efficient and competent manner. The requirements and conditions listed are representative of the minimum levels.

1. **Education:** High school diploma or GED preferred.
2. **Knowledge/Experience:** Minimum two (2) years of experience performing janitorial work at offices and/or public facilities.
3. **Training:** CPR, First Aid and Bloodborne Pathogen Handling training, a plus if already certified (or will complete shortly after hire).

Knowledge, Skills, and Abilities

Requirements outlined in this position description may be subject to modification to reasonably accommodate individuals with disabilities otherwise qualified for this position.

1. Ability to learn and follow schedules, carry out instructions, and work cooperatively with other staff.
2. Be highly motivated with a positive attitude.
3. Integrity and ability to work independently and take direction from the Maintenance Manager.
4. Ability to establish and maintain effective communications and working relationships with co-workers, management, customers, and the general public.
5. Ability to perform duties and responsibilities in an efficient and satisfactory manner.
6. Ability to identify safety, repair, and maintenance issues at each location worked.
7. Must have a valid Washington State driver's license.

Physical Requirements

Physical demands reflect the position's responsibility for janitorial/custodial duties. Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, reaching, bending, stooping, kneeling, grasping and handling of materials. Requires general good vision, hearing and stamina. Must be able to lift at least 100 pounds.

Work Environment

The work environment conditions are representative of those a custodian encounters while performing the day-to-day functions of this job.

Equal Opportunity Employer – Americans with Disabilities Act