

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.  
JOB DESCRIPTION**

**DATE ESTABLISHED:** 06/18/99  
**DATE LAST AMENDED:** 01/13/2016

**TITLE OF POSITION:** Custodian

**POSITION NUMBER:** 01

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:** Verifiable experience in building housekeeping or floor cleaning.

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

**SUPERVISOR:** Maintenance Custodial Supervisor and Assistant Maintenance/Custodial Supervisor

**POSITIONS SUPERVISED:** None

**SALARY MINIMUM:** \$9.00 per hour (\$18,720 annually based on Full-time FTE)

**WAGE AND HOUR STATUS:** Exempt:       
Non-Exempt: xx

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**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:\***

**ESSENTIAL FUNCTIONS:** (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Insure building is sanitary, clean and presentable at all times.
2. Sweep and mop floors in hallways, offices, classrooms and areas with tile floors daily.
3. Vacuum all offices and other carpeted areas at least twice a week.
4. Clean windowsills, empty trash cans, dust and polish furniture as needed.
5. Sanitize all restrooms by mopping floors, cleaning stall walls, commodes, sinks and mirrors daily.
6. Insure adequate restroom paper products are available at all times.
7. Clean glass panels on doors and partitions daily.
8. Keep janitorial storage areas and utility sinks clean and neatly arranged.
9. Clean walls in hallways and offices as needed.

10. Assist other staff members as requested by your supervisor.

**Physical Demands:** Must have satisfactory health, stamina, and strength as the position necessitates frequent walking, standing, stretching, sitting, lifting and performing difficult custodial tasks.

Copy received by:

\_\_\_\_\_ **Date:** \_\_\_\_\_