

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Custodian
JOB CODE : 030502, 030504
DATE PREPARED : June 10, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent cleans and maintains office/housing/food service common areas and medical facilities at the Nevada Test Site.

DIMENSIONS

The incumbent reports to the Head Custodian or Food Service Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Cleans rooms and halls, performing any combination of the following duties: wiping surfaces, mopping, vacuuming, sweeping, replenishing supplies, dusting, polishing, and emptying trash receptacles;
2. Strips/waxes floors using hand/power equipment;
3. Selects appropriate cleaning supplies for job; maintains awareness of Material Safety Data Sheet guidelines on precautions of hazardous cleaning supplies;
4. Performs work within required time frames;
5. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
6. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying cleaning supplies/equipment/trash up to 20 pounds; occasional lifting up to 50-pound or heavier items including 5-gallon cans of supplies; assistance available for heavier items;
3. Frequent pushing/pulling using both hands/arms while mopping/sweeping/vacuuming/wiping surfaces, etc., exerting 5 to 30 pounds of force; occasionally exerting up to 50 pounds of force while moving furniture/equipment;
4. Constant bending/twisting at waist/knees/neck while performing duties;
5. Frequent kneeling/crouching while cleaning floors or lower level surfaces;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while cleaning/operating equipment; overhead reaching required;

Custodian

7. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements including depth perception, peripheral vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
8. Frequent use of hearing/speech abilities in communicating with coworkers and supervisors.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that facilities are cleaned properly according to established procedures and regulations and in maintaining a safe work environment; awareness required when handling biological waste at medical facility;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English, read instructions, rules, etc.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors.

Tools & Equipment Used: Mops, brooms, vacuums, buffers, cleaning solutions, and other cleaning supplies. Safety equipment includes safety glasses, steel-toed safety shoes, gloves, apron, and back support belt (optional).

REQUIRED TRAINING AND WORK EXPERIENCE

No experience required. Must be physically able to perform essential job functions.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.