
Position Title: Custodian

Reports to: Building Services Supervisor

EDUCATIONAL, TRAINING AND PHYSICAL REQUIREMENTS

- Ability to read, write, and speak English
- Ability to speak Spanish
- Completion of Custodial Trainee period
- Ability to lift 30 pounds multiple times per day
- Drivers license
- Available to work different shifts.
- Ability to push cart weighing up to 50 pounds for 200 yards.
- Ability to walk 85 to 90 percent of an 8-hour shift
- Ability to bend repetitively
- Ability to climb 2 flights of stairs 6 to 8 times a day.
- Ability to lift 30 pounds
- Ability to climb a 12-foot ladder
- Ability to learn materials and equipment used in janitorial work
- Ability to follow instructions
- Positive attitude
- Ability to communicate
- Pass drug screening and pre-employment physical examination
- Pass background check
- Ability to physically function with an unimpaired range of motion and full range of abilities, including crawling, climbing, running, stepping, sitting, standing, stooping, reaching, bending, and lifting

RESPONSIBILITIES

- Train Custodial Trainees.
- Respond to calls from dispatch.
- Maintain caddy of supplies.
- Monitor overnight guests and ensure that overnight guests stay in a designated area.
- Move tables as needed.
- Clean the stainless steel, doors, stair rails, the break room, and check points daily.
- Answer customer questions regarding flights and directions.
- Respond to customer complaints or transmit complaint to the proper department.
- Paint as needed.
- Vacuum all carpeted floors and sweep, mop, and wax all other floors.
- Spot mop when airport is busy, making sure to post wet floor signs.
- Clean fountain weekly.
- Clean board room when needed.
- Replace ceiling tiles when needed.
- Maintain cleanliness of bathrooms, focusing on times when the airport is most busy.
- Stock all refrigerators.
- Pick up all newspapers, magazines, and other trash inside the airport building.
- Periodically walk the premises to determine areas that need to be cleaned and light bulbs that need to be changed.
- Change light bulbs as needed.
- Clean TSA office once a week.
- Clean border patrol restrooms.
- Clean public safety officer squad room once a week.
- Clean jet ways as needed.
- Clean administrative offices as needed
- Clean Gate 8 room once a week.
- Maintain coffee in Gate 8 room.
- Advise Building Services Supervisor of needed inventory.
- Turn off parking lot lights as requested by airport.
- Lock doors as requested by airport.
- Clean windows every 2 weeks and as needed.
- Take out trash as needed.
- Clean air vents as needed.
- Maintain and return keys as requested by maintenance supervisor.
- Run street sweeper on outside perimeter of airport.
- Pick up trash and cigarettes in parking lot and outside perimeter of airport.

This position description highlights a general description of duties and responsibilities. Employee(s) may be assigned other duties, in addition to or in lieu of those described herein, and any duties are subject to change at any time according to the needs of Valley International Airport.