

JOB TITLE:

Custodian

ENTITY:

Columbia Metropolitan Convention Center at ECSC

REPORTS TO:

Operations Director

FLSA STATUS:

Non-Exempt

I. Position Summary:

Operations Housekeeping is responsible for assigned duties that may include the general upkeep and cleanliness of the Facility.

II. Essential Functions/Responsibilities:

- Responsible for cleaning offices, rooms, hallways, lobbies, event spaces, restrooms, elevators and stairways.
- Responsible for maintaining professional attire, image, and demeanor at all times.
- Employee must be able to work flexible hours including evenings, holidays, and weekends. Work schedule is subject to change.
- Duties may vary under the direction of the reporting supervisor and are subject to change at any time with or without prior notice.
- Responsible for building and maintaining working relationships with the other Authority employees, contractors, and clients of the Convention Center.
- Clean rooms, Offices, hallways, lobbies, restrooms, corridors, elevators, stairways and locker rooms
- cleaning floor surfaces including vacuuming, sweeping, etc.
- Responsible for communicating by-way of two-way radio.
- Responsible for attending all meetings and training sessions as required.
- Responsible for performing other duties as requested.

Skills:

- Knowledge on how to properly carry out custodial or housekeeping tasks.
- Knowledge of safety practices relevant to the area of employment.
- Skill in the use of cleaning or safe operation of power cleaning equipment.
- Ability to follow instructions.
- Good communication skills

Education and Qualification Required:

- High School Diploma, with 3-5 years' experience, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

DISCLAIMER

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.