



**Executive Office**

4500 Inkster Road, Inkster, Michigan 48141-3068 ~(313) 561-2892

Fax: (313) 561-2893

**Internal / External Job Posting**

<b>DATE:</b>	<b>May 6, 2020</b>
<b>JOB TITLE:</b>	<b>Custodian</b>
<b>REPORTS TO:</b>	<b>Asset Manager</b>
<b>CURRENT WORK SCHEDULE:</b>	<b>Monday – Friday, 8:30AM – 5:00PM</b>
<b>FLSA:</b>	<b>Bargaining Unit, Non-exempt (Hourly)</b>
<b>PAY RATE:</b>	<b>\$13.0106/hr.</b>

**GENERAL DESCRIPTION:**

The Custodian is responsible for keeping buildings in clean and orderly condition. Performs heavy cleaning duties such as cleaning floors, shampooing rugs, washing walls and windows and removing rubbish. Duties may include performing routine maintenance activities, meeting room setup, notifying management of need for repairs and cleaning snow or debris from entryways. Essential functions detailed on job description.

**MINIMUM QUALIFICATIONS REQUIRED:**

High School diploma or equivalent; minimum of one to three years of prior employment experience performing custodial work.

**LICENSES AND CERTIFICATION:**

Must have valid Michigan driver’s license and a good driving history as demonstrated by a Secretary of State report.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Excellent Customer Service and active listening skills. Ability to effectively complete electronic work order process through the use of a personal computer. Ability to follow janitorial schedules and adhere to deadlines. Ability to operate standard pieces of janitorial and maintenance (ladders, hammers, screwdrivers, pliers, etc...) equipment/tools. Demonstrated static strength, trunk strength, extent flexibility and manual dexterity.

**HOW TO APPLY: APPLICATION DEADLINE: Friday, 5/15/2020 at 5:00PM**

Apply to Inkster Housing Commission posting for Custodian on [www.indeed.com](http://www.indeed.com) or submit letter of interest and resume prior to deadline to:

Name: Catherine Broadbent, Executive Assistant/HR Generalist  
Address: IHC Administration Building, 4500 Inkster Rd. – Inkster, MI 48141  
Email address: [broadbentc@inksterhousing.org](mailto:broadbentc@inksterhousing.org)



## **Inkster (MI) Housing Commission Job Description**

Title:	<b>CUSTODIAN</b>
Classification:	Bargaining Unit, Regular Full-Time
FLSA:	Non-exempt (Hourly)
Reports to:	Asset Manager
Supervises:	This is a non-supervisory position

### **Essential Functions:**

Keep buildings in clean and orderly condition. Perform heavy cleaning duties of common areas, such as cleaning floors and bathrooms, shampooing rugs, washing walls and windows, removing rubbish and cleaning appliances located in staff break rooms. Duties may include opening and closing Central Office Building and/or other IHC buildings on a daily basis, performing routine maintenance activities, meeting room setup, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

An employee in this class may be called upon to perform any and all other tasks listed in the janitorial schedules. The janitorial schedules are not inclusive of all tasks which the employee may be asked to perform.

### **Required Knowledge, Skills and Abilities:**

- Excellent Customer Service.
- Active listening skills
- Ability to effectively complete electronic work order process.
- Ability to follow janitorial schedules and adhere to deadlines.
- Demonstrated static strength, trunk strength, extent flexibility and manual dexterity.

### **Qualifications, Knowledge and Skills:**

- High School diploma or equivalent.
- Minimum of one to three years of prior employment experience performing custodial work.

### **Licenses and/or certifications:**

- Must have valid Michigan Driver's License and a good driving history as demonstrated by the Secretary of State.
- Employee may be required to obtain certifications as they become available in the performance of the essential functions of this position.

### **Materials and Equipment Used:**

- Personal Computer, Cell phone, Office phone
- Brooms, carpet cleaning equipment, dust mops, floor polishers, floor scrapers/strippers, floor scrubbers, floor polishers, hand sprayers, protective gloves, safety glasses, squeegees or washers, vacuum cleaners, wet mops
- Dollies, ladders, snow shovel, rake, power drills, hand tools,

### **Work Environment and Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodation.

- Work is performed both in a normal office environment with regular exposure to outdoor temperatures, dirt and dust as well as at our outdoor developments, sites, dwellings or facilities.
- Ability to operate a motor vehicle between IHC locations or community destinations.
- Ability to perform general physical activities (those that require considerable use of arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping and handling materials).
- Ability to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Handling and moving objects (using hands and arms in handling, installing, positioning and moving materials and manipulating things).
- Inspecting Equipment, Structures or Material (inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects).
- Communicating with Supervisors and co-workers (providing information by telephone, in written form or in person)
- Getting Information (observing, receiving and other obtaining information from all relevant sources)

### **Other Requirements:**

Must possess a valid Michigan Driver's License.

Must acknowledge and agree to maintain a drug-free workplace as a condition of employment with Inkster Housing Commission.

Although marijuana has been legalized under Michigan law, it is a Schedule I controlled substance and is illegal under federal law. As a federally funded agency IHC's employees are NOT permitted to use or

possess any form of marijuana for medical or recreational purposes. Any applicant for employment who tests positive for marijuana during a pre-employment drug screening shall be ineligible for employment with IHC. Any applicant for employment who advises IHC that s/he uses any form of marijuana will be ineligible for employment with IHC. IHC is unable to grant a request for a reasonable accommodation to use marijuana under any circumstance.

Employee, current spouse or anyone living in employee's household cannot be a Housing Choice Voucher (formerly known as Section 8) Landlord.

Any applicant who accepts employment with the Inkster Housing Commission and owes money to the Inkster Housing Commission must resolve the debt prior to start date of employment.

**Additional Information:**

Inkster Housing Commission reserves the right to change or alter this job description based on regulation changes and/or the business needs of the Commission.

**Read and Acknowledged**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_

\_\_\_\_\_  
Approval of Appointing Authority

\_\_\_\_\_  
Date