

CYP Custodian

NA-3566-02-I (CYP 13-39)

Duties and Responsibilities

All custodial and housekeeping services are performed according to established specifications, and child and youth routines should not be disturbed by custodial activities. Daily cleaning services may take place when programs are not in operation and children and youth are not present. CYP custodians have responsibilities related to cleaning and to the use and maintenance of equipment and supplies as follows:

- **Cleaning Requirements**

Sweeps, mops, strips, scrubs, waxes, polishes floors and cleans carpets, wipes mirrors, metal doorplates, bathroom and kitchen fixtures, and all metal fittings, and dusts, waxes and polishes furniture. Cleans glass partitions, inside and outside windows, and uses stepladders and extension ladders to change light bulbs, replace blinds, and wash walls. Empties and washes trashcans. Cleans, disinfects and deodorizes restrooms, and replaces deodorizers, toilet tissues, hand towels, and soap. Reports safety hazards, water leaks, clogged drains and other conditions requiring attention to supervisor. Inspects grounds, removes trash and debris, and sweeps sidewalks and parking lots.

- **Use and Maintenance of Equipment and Supplies**

Operates and maintains powered cleaning equipment and accessories and advises supervisor when supplies are needed or when equipment needs repairs or replacement. Ensures all hallways, stairways, entrances, and doorways are not obstructed by cleaning or maintenance operations or storage of equipment and materials. Loads and unloads merchandise, equipment and supplies, and assembles or stores as appropriate.

Physical Demands

Work involves standing, bending, stooping, and reaching, frequently lifting and emptying wastebaskets, and occasionally lifting and moving objects weighing over 50 pounds. Use of vacuum cleaners, dry mops, lightweight powered scrubbers and buffers as well as occasional use of heavy powered cleaning equipment (i.e. wall washers, industrial-type buffers, etc.) is required. May be required to deliver merchandise equipment and supplies to other CYP sites.

Conditions of Employment

- Must pass a pre-employment physical, provide evidence of immunization and be free from communicable disease. Subject to special inoculation and immunization requirements.
- Must satisfactorily complete all background checks in accordance with PL 101-647 to include National

Agency Check with Written Inquiries (NACI).

- Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DOD's Child and Youth Programs.

Qualification Requirements

- Minimum 18 years of age.
- High School Diploma or equivalent.