

WESTON COUNTY CHILDREN'S CENTER/
REGION III DEVELOPMENTAL SERVICES
104 Stampede
Newcastle, WY 82701

JOB DESCRIPTION: CUSTODIAN

Responsible to: Executive Director

- I. **Daily Responsibilities:**
 1. Clean all carpeted areas
 2. Clean all bathrooms
 - a. sterilize toilets and tanks
 - b. mop and disinfect the floors
 - c. clean mirrors
 - d. keep toilet tissue and paper towels adequately supplied
 3. Empty all trash cans
 4. Mop all tile floors daily and buff once monthly
 5. Disinfect the sinks, counter tops and soap dispensers
 6. Clean wall units of the cafeteria tables.
 7. Wipe off the paper towel dispensers
 8. Wash all windows on the exit doors (inside and out)
 9. Wipe down door frames entering and exiting the classroom
 10. Wipe down the laminant on the cupboard doors and drawers
 11. Dust the chalkboards twice weekly
- II. **Monthly Responsibilities:**
 1. Deep clean one room per week
 - a. dust tops of chalkboards
 - b. wipe down the outside of the trash cans and wall behind trash cans
 - c. window sills
 - d. wash the windows (inside and out) of the office area
 - e. wipe all door vents (inside and out)
- III. **Periodic Responsibilities:**
 1. Clean the inside of the trash cans
 2. Wash all windows as needed (at least annually)
 3. Scrub the baseboards – entire Center
 4. Clean all corners
 5. Other duties related to this position as assigned

IV. Responsibilities of the Center:

1. Make regular monthly payment to provider
2. Purchase and make available toilet tissue and paper towels for dispenser as needed
3. Purchase and make available trash can liners as needed
4. Purchase and make available cleaning supplies and products as needed

V. Essential Job Functions:

Must be able to operate equipment and machinery that require fine motor and gross motor abilities, compose sentences, calculate figures, interpret rules, and procedures, organize/convey thoughts, recall facts and procedures, sequential and analogical abilities, spatial perceptions, auditory and tactile discrimination, speaking ability, judgment, aesthetic sense, olfactory discrimination, writing ability, reasoning, patience, visual discrimination, talking, hearing, grasping, grabbing, holding, feeling, working independently, give instructions, good physical and health condition. Must be able to stand for long periods of time. Must be able to lift up to 50 pounds. Must be agile in bending, walking and other positions.