

# Custodian

## Job Description

A **Custodian** with minimum 3 years **residential & commercial** cleaning experience.

You will be responsible for all properties of MFN Administration buildings, and MFN Management Inc (AKV) offices and its entities.

Working with little supervision while following all health and safety standards is essential to sustain a good clean, safety culture.

### **Responsibilities:**

- Conduct building maintenance and cleanliness inspections for necessary repairs and safety hazards and report to the Manager for follow-up.
- Follow all OSHA rules/guidelines and company policies/procedures.
- Sweeping, mopping, and vacuuming floors
- Scrub out toilets and urinals.
- Detail cleaning of all furniture's and fixtures
- Disposing of trash and emptying trash receptacles
- Refilling paper towel and soap dispensers in all areas as needed.
- Cleaning and disinfecting all surface areas, including desktops and shelves, mirror, glass, bathrooms, kitchens, desks, and conference rooms.
- Perform site clean up.
- Clean blinds and draperies
- Window cleaning indoor and outdoor
- Keeping buildings free from indoor pests
- Maintaining cleaning equipment
- Maintaining inventory of cleaning agents and equipment
- Ensuring equipment and lights are switched off, and premises are locked after hours.
- Report any safety, sanitary, or fire hazards immediately to your supervisor.
- Good physical condition and endurance
- Good human relations and communication skills
- Post construction clean for homes and offices.
- Shovel snow during winter.
- Spread salt or thawing chemicals on sidewalks.
- Operation of snow removal equipment as required.
- Cleaning of sidewalks, window ledges, and outdoor public spaces.
- Spray and dust trees, shrubs, lawns, and gardens, as directed, to control insects and disease.
- Maintain a safe and clean job site by handling materials and storing them properly, picking up and removing all tools and equipment when not in use, and securing the job site daily.
- Any duties assigned to you by your immediate supervisor, department, and entities of MFN