



# Washington EMC

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## CUSTODIAN

**Classification:**

Non-Exempt, Hourly Employee

**Application Deadline Date:**

August 24, 2026

**Reports To:**

Fleet and Facilities Manager

**Revision Date:**

August 7, 2026

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## JOB DESCRIPTION

### Position Summary

This position is responsible for maintaining the cooperative's grounds and facilities in a neat and orderly fashion.

### Major Responsibilities

- a) Cleans and maintains the office building. Washes windows, dusts, mops floors, cleans restrooms, empties trash receptacle, etc.
- b) Keeps sanitizing products and paper products stocked in designated areas
- c) Maintains a sufficient stock of cleaning supplies
- d) Runs miscellaneous errands

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities.

The Custodian shall be required to perform any other duties assigned in order to fulfill the objectives of the Corporation.

### External Relationships

*General Public:* Maintains good relations in all contacts with the general public.

### Position Specifications

#### *Basic Qualifications*

- (a) Job Knowledge, Training and Experience: A good knowledge of English grammar is required to communicate policies and other information to member-consumers. Must have knowledge of standard cleaning methods and procedures.

- (b) Equipment Operated: Must possess a valid Georgia's driver's license.
- (c) Abilities and Skills: Must be able to perform the activities necessary to complete work assignments described in the position description.
- (d) Physical Effort: Must be able to perform the activities as listed in the position description. Activities may be performed at a counter, drive-in window, computer terminal or desk. Sitting, walking and standing are normally used in carrying out the assigned duties. Position spends a major portion of its time in a standing position. May lift materials and equipment weighing up to fifty pounds.
- (e) Working Conditions: Consists mainly of routine office work indoors, but outside work in all kinds of weather may be required. Some overtime may be required. Some irregular hours may be required.

After an offer of employment has been made, a background check and physical examination is required, which will include both alcohol and drug testing.