

**Center Against Sexual and Family Violence  
Job Description**

**Title:** Custodian  
**Supervisor:** Associate Director of Support Services  
**Status:** Non-Exempt  
**Funding:** HHSC – 70%;

**Scope of Duties:**

Responsible for maintaining the office areas and certain client areas of the Shelter facility.

This is a non-exempt position which requires the approval of the Associate Director of Support Services for work in excess of 40 hours in a work week.

Perform other duties as assigned. Evening and weekend work required.

**Essential Job Functions:**

1. Wash, wax and buff floors in the office areas of the Shelter facility.
2. Clean staff offices weekly
3. Clean Laundry room
4. Vacuum and Shampoo rugs/carpeting
5. Scrub and sanitize bathrooms
6. Wash windows
7. Dust and polish furniture
8. Empty wastebaskets and pick up trash
9. Conduct cleaning in client rooms as needed
10. Attend Staff meetings
11. Other duties as assigned

**Other Duties:**

1. Represent the agency in a positive manner at all times.
2. Respect clients at all times.

**Minimum Qualifications:**

High School diploma or GED equivalent; experience in general housekeeping for a facility with multiple uses including but not limited to offices, sleeping quarters and dining areas. Experience with commercial size cleaning equipment; Bilingual English/Spanish; must have own transportation, valid Texas driver's license and current insurance.

**Knowledge, Abilities and Skills:**

- Excellent interpersonal and communication skills.
- Must be client centered - Recognizing the interests of the client as a primary responsibility and provide professional support, guidance, and assistance.
- Maintain high personal and professional standards.
- Excellent follow-through and proven skills.
- Ability to work independently as well as part of a team.
- Strong self-starter who feels comfortable taking the initiative in problem solving in order to meet the needs of clients.
- Willingness to work flexible and irregular hours during peak periods.

This job description should not be construed to imply that these requirements are the only duties, responsibilities and qualifications for this job. Incumbent may be required to follow any additional instructions, acquire related job skills, and perform related work.

I have read and understood the Custodian job description and am able to perform the functions described.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_