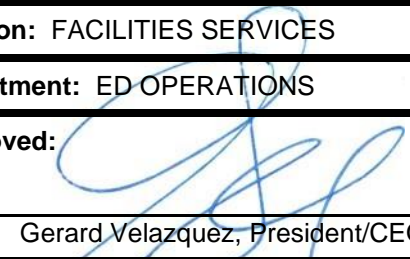




THE AUTHORITY

Improving your Tomorrow.

JOB DESCRIPTION

JOB TITLE: CUSTODIAN II	
Reports to: OPERATIONS MANAGER	Division: FACILITIES SERVICES
Classification: NON-EXEMPT F/T HOURLY	Department: ED OPERATIONS
Exempt Category: N/A	Approved: 
Effective Date: 21-MAY-2018	Gerard Velazquez, President/CEO

POSITION SUMMARY: Custodial workers are those employees who are generally responsible for the cleaning of all areas of assigned building(s). These areas include offices, conference rooms, corridors, lobbies, and other public areas such as break rooms and restrooms. Project work, especially floor maintenance, may be included in the duties of these employees if these duties are assigned. Other required duties may be assigned by the supervisor.

ESSENTIAL FUNCTIONS: As an Authority employee, you will be assigned a normal task as a light duty technician, utility technician, trash technician, restroom technician or vacuum technician. However, the needs of the company may dictate that you perform other Custodial tasks. These are the principle on-going responsibilities that are necessary to accomplish the purpose of the job. The tasks may vary depending on assigned building(s).

- Securing of the facility (entire building and/or individual suites).
- Operation of the alarm system.
- Keeping entrance areas clean and free from paper and litter.
- Restroom cleaning and sanitization.
- Office/conference room, etc. cleaning.
- Corridor cleaning.
- Trash removal.
- Assisting Supervisor with any light maintenance work. Such as replacement of ceiling tiles and light bulbs as required.
- Record time worked.
- Perform special function/activity set-up and clean-up.
- Report maintenance concerns (work order requests) to your Supervisor.
- Perform other duties as assigned.
- Attend scheduled training sessions.
- Follow instructions from supervisors, adhere to company component policies and procedures
- Display safe work practices

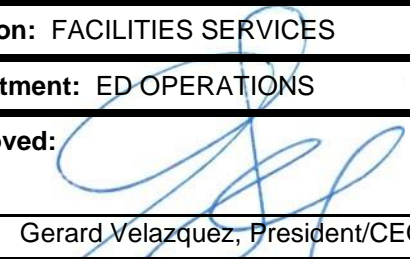
NOTE: These statements are intended to describe the general nature and level of work involved for this position. It is not an exhaustive list of all responsibilities, duties and skills required for this position.



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EDUCATION AND EXPERIENCE:

High school diploma or general education degree (GED); two or more year's related experience and or/or training; or equivalent combination of education and experience.

LICENSING AND CERTIFICATIONS:

Valid New Jersey Drivers' License (required)

KNOWLEDGE, SKILLS AND ABILITIES:

The position requires knowledge of cleaning equipment, floor maintenance equipment, alarm/security systems and the ability to effectively communicate with other Custodial employees and client/tenant staff. The employee must demonstrate and ability to operate or learn the use of each item:

- light vacuum (upright or backpack)
- heavy vacuum
- buffing machine (side-to-side)
- burnisher
- automatic scrubber
- hand truck (dolley)
- pressure washer
- carpet cleaning machines (scrubbers and extractors)
- wet vac
- brooms and mops

SUPERVISORY RESPONSIBILITIES: N/A

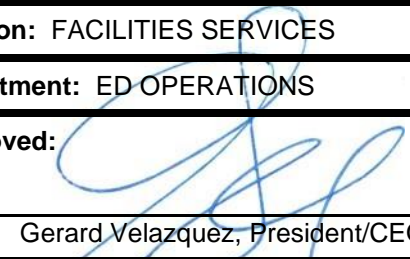
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ENVIRONMENTAL AND PHYSICAL DEMANDS:

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, night vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

NOTE: These statements are intended to describe the general nature and level of work involved for this position. It is not an exhaustive list of all responsibilities, duties and skills required for this position.