

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.  
POSITION DESCRIPTION**

**POSITION TITLE:** Custodian  
**JOB CODE :** 030502, 030504  
**DATE PREPARED :** June 10, 1993

**Revised:** December 13, 1993

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**SUMMARY STATEMENT**

The incumbent cleans and maintains office/housing/food service common areas and medical facilities at the Nevada Test Site.

**DIMENSIONS**

The incumbent reports to the Head Custodian or Food Service Supervisor and has no supervisory responsibility.

**NATURE AND SCOPE**

1. Cleans rooms and halls, performing any combination of the following duties: wiping surfaces, mopping, vacuuming, sweeping, replenishing supplies, dusting, polishing, and emptying trash receptacles;
2. Strips/waxes floors using hand/power equipment;
3. Selects appropriate cleaning supplies for job; maintains awareness of Material Safety Data Sheet guidelines on precautions of hazardous cleaning supplies;
4. Performs work within required time frames;
5. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
6. Performs related work as required.

**ESSENTIAL JOB FUNCTIONS**

**Physical**

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying cleaning supplies/equipment/trash up to 20 pounds; occasional lifting up to 50-pound or heavier items including 5-gallon cans of supplies; assistance available for heavier items;
3. Frequent pushing/pulling using both hands/arms while mopping/sweeping/vacuuming/wiping surfaces, etc., exerting 5 to 30 pounds of force; occasionally exerting up to 50 pounds of force while moving furniture/equipment;
4. Constant bending/twisting at waist/knees/neck while performing duties;
5. Frequent kneeling/crouching while cleaning floors or lower level surfaces;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while cleaning/operating equipment; overhead reaching required;

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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## Custodian

7. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements including depth perception, peripheral vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
8. Frequent use of hearing/speech abilities in communicating with coworkers and supervisors.

### **Mental**

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that facilities are cleaned properly according to established procedures and regulations and in maintaining a safe work environment; awareness required when handling biological waste at medical facility;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English, read instructions, rules, etc.

### **WORKING CONDITIONS AND EQUIPMENT USED**

Work is performed indoors.

Tools & Equipment Used: Mops, brooms, vacuums, buffers, cleaning solutions, and other cleaning supplies. Safety equipment includes safety glasses, steel-toed safety shoes, gloves, apron, and back support belt (optional).

### **REQUIRED TRAINING AND WORK EXPERIENCE**

No experience required. Must be physically able to perform essential job functions.

### **OTHER SPECIAL QUALIFICATIONS**

Valid driver's license required.