



transpo

**south bend public
transportation corporation**

Full Time CUSTODIAN

POSITION DESCRIPTION (NOT ALL-INCLUSIVE)

- ✓ Responsible for the interior / exterior cleaning of administrative offices and transfer centers including break rooms and restrooms
- ✓ Thoroughly cleans all restrooms
- ✓ Sweeps, mops, scrubs and vacuums hallways, stairs, office space, etc.
- ✓ Empties trash containers inside and outside of the buildings
- ✓ Wipes down office furnishings as needed
- ✓ Cleans windows at street level
- ✓ Operates power vacuum and power washer to clean debris from sidewalks, bus shelters and lanes
- ✓ Cleans interior and exterior of all company owned vehicles
- ✓ Keeps inventory of cleaning supplies
- ✓ Notifies management regarding repairs to lighting, heating and ventilation equipment
- ✓ Runs errands for maintenance department as needed
- ✓ Additional duties as assigned

QUALIFICATIONS (NOT ALL-INCLUSIVE)

- ✓ High School Diploma or GED equivalent
- ✓ Valid driver's license
- ✓ Attention to detail
- ✓ Ability to work independently
- ✓ Ability to read and comprehend instructions as needed
- ✓ Basic language and mathematical skills