



JOB DESCRIPTION

DEPARTMENT: Hickam Commissary
JOB TITLE: Night Custodian

DATE: July 2020
STATUS: Non-Exempt/Hourly
Pay

PRIMARY PURPOSE: Responsible for maintaining the overall appearance, cleanliness and sanitary conditions of all of the Hickam Commissary in accordance with DeCA and Commissary standards and requirements.

ESSENTIAL FUNCTIONS:

- Complies with all rules and regulations of NEi and the Hickam Commissary.
- Operates buffer, polisher, and other cleaning equipment and tools to strip, clean, wax and polish hard floors of the
- Cleans and sanitizes restroom facilities.
- Replenishes paper products and soap.
- Sweeps and mops appropriate floor areas.
- Empties and relines trash receptacles.
- Cleans all mirrors, windows, glass, wall areas.
- Cleans refrigerator, microwave oven, lockers and drains.
- Cleans walkways, sidewalks.
- Meets NEi's productivity, timeline and quality standards/requirements in accordance with contract requirements for custodial tasks at Hickam Commissary.

*All above-named tasks and frequencies will depend on individual assignments.



Daily Duties:

- Reports to Project Manager and/or the on-site Supervisor for daily assignments.
- Dry mops, damp mops, and sweep appropriate floor areas.
- Cleans the top and bottom of entrance mats, runners, cashier mats, as well as, the flooring under the mat.
- Empties and relines trash receptacles.
- Empties ash receptacles in break rooms, locker rooms and offices.
- Cleans and sanitizes drinking fountains.
- In restrooms: replenishes paper products and soap, cleans and sanitizes urinals and commodes; cleans sinks, mirrors, glass, counter tops, walls, dispensers, in addition to sweeping and damp mopping floors, emptying and relining trash receptacles.
- Cleans glass on entrance/exit doors at front of Commissary.
- Cleans underneath gondolas.

*All of the above-named tasks and frequencies will depend on individual's assignments.

Weekly Tasks:

- Store areas: Cleans and damp wipes walls, doors, low glass and windows; Cleans queuing ropes/stanchions, floor drains.
- Offices and locker room areas: Cleans floors and hallways.
- Break room areas: Cleans microwave oven and refrigerator.

Monthly Tasks:

- Store areas: Damp wipes gondolas, displays, merchandisers; Cleans louvers and low ducts; mops under displays and gondolas.
- Break room areas: Offices, and locker rooms: Cleans louvers and low ducts.

Quarterly Tasks:

- Offices and locker room areas: Cleans low glass.
- Store areas: Sweeps, mops, polishes, as needed, under non-mobile merchandisers, taking care to return to original positions.



Semi-Annual Tasks:

- Store areas: Cleans high glass and windows.

Annual Tasks:

- Store areas: Dusts grocery resale, front end, exit/entrance, vestibule, ID, cart storage, queuing areas, under mobile merchandisers and hallways; cleans light fixtures and marker aisles.
- Breakroom areas: Offices, and locker room: Cleans high windows, light fixtures.

Occasional Duties:

- Other duties as assigned or required.

WORKING CONDITIONS:

- Frequently indoors under regular commissary, warehouse conditions.
- Frequently exposed to refrigerated, air-conditioned areas.
- Seldom exposed to extreme heat, cold, fumes, noxious odors, mold, gases or poor ventilation.

EQUIPMENT USE:

- Frequent use of buffer, polisher, scrubber, mop, mop bucket, maid's cart, broom, bowl mop/brush, rubber gloves, various cleaning solutions and sanitizers, rags, dusters, vacuum cleaners, floor scrapers.

*Type, use and frequency of above-named equipment will depend on individual's assignment.

WORK HOURS:

- Daily 9:00 p.m. to 5:00 a.m.
- Flexible work hours and days including weekends and holidays.
- Includes one 30-minute unpaid meal break if scheduled to work 8-hours.
- Includes one 15-minute paid break if scheduled to work 4-hours.



TRANSPORTATION:

- Provided by self.

CLOTHING:

- NEi Uniform T-Shirt
- Long pants
- Close toe shoes

PAY:

- \$14.88 per hour

MENTAL DEMANDS:

- Continuous attention to detail and concentration.
- Continuous observational skills, decision-making skills, evaluation skills.

COMMUNICATION DEMANDS:

- Frequently receiving and following requests from Project Manager and/or on-site Supervisor.
- Frequently communicating and interacting with co-workers, Project Manager, on-site Supervisor and government employees (Quality Assurance Evaluators).

PHYSICAL DEMANDS:

- Frequently lifts and carries 30 lbs.
- Continuous bending, kneeling, squatting, standing for long periods.
- Continuous balancing, walking, reaching, fingering, handling, lifting, grabbing, holding.
- Occasional climbing.
- Continuous uses of corrected vision, depth perception, color vision, reading, wide range of vision.
- Seldom requires running.
- Frequent guiding, pushing and pulling of cleaning equipment, tools.



QUALIFICATION REQUIREMENTS:

- Able to recognize and produce quality cleaning.
- Able to operate commercial grade custodial equipment such as automatic buffer, polisher, scrubber, vacuum, etc.
- Able to read words or to distinguish different types of chemicals, solutions.
- Able to interact and work with co-workers as a team.
- Able to listen well and consistently follow through with instructions and tasks until completion.
- Able to work independently, as required.
- Able to perform work assignments systematically, neatly, or in sequential order.
- Able to evaluate, observe and make sound decisions.
- Able to practice safe work habits.
- Able to comply with Employment Rules.
- Skilled in working effectively with hands.
- Good coordination.

EDUCATION AND TRAINING:

- Basic schooling/education helpful.

EXPERIENCE:

- Experience operating different types of equipment or machinery.
- Experience operating commercial-type buffer, scrubber, polisher preferred.
- Experience performing custodial tasks preferred.