

*Turbo Drill Industries is a leading manufacturer and supplier of high-performance drilling products and services supporting operations throughout North America. We are driven by our customer's needs and are continuously developing and improving drilling products that exceed industry expectations.*

### **OFFICE CUSTODIAN – Will Consider Part Time or Full Time**

We are looking for an Office Custodian who will be responsible for keeping the office building sanitized, cleaned, and orderly by taking stock of cleaning supplies and completing cleaning jobs daily and on a regular basis.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for all basic cleaning in and around the office building including restrooms and kitchen/breakrooms.
- Cleaning (sweeping and mopping) tile and other floors in offices, common areas and stairwells
- Cleaning commodes and vanity areas, sweeping and mopping floors and restocking restrooms
- Dusting all surfaces in offices and common areas
- Ordering new cleaning supplies as needed and maintaining a thorough inventory
- Cleaning windows and rails in office hallways
- Sanitizing handrails, common touch surfaces
- Collecting and taking out trash and recycling from all offices and common areas
- Restocking supplies in break areas, keep surfaces and equipment clean and sanitized
- Other related duties as assigned

#### **QUALIFICATIONS AND REQUIREMENTS**

- High School Diploma or GED
- Communication skills: ability to interact professionally with co-workers, vendors and visitors
- Spelling, Reading skills: Basic skills required for instructional and technical information

#### **Working Conditions & Physical Effort**

- Physical work is a primary part (over 70%) of the custodian job
- Considerable physical activity required including physical work, heavy lifting, pushing, or pulling of objects up to 20 pounds.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, and unpleasant odors.

***Turbo Drill Industries, Inc. is An Equal Opportunity Employer***