

Custodian 1  
Job Description  
NRECA Job Code: 200

To Clean and maintain the cooperative's offices in such a manner that it will be attractive, clean, and healthy so as to provide proper and attractive facilities for the employees, members and the general public.

Typical responsibilities include but are not limited to:

- Maintain the office area in a neat, clean and orderly manner.
- Mops and vacuums floors.
- Polishes furniture and washes windows.
- Collects and empties waste baskets and containers.
- Cleans lineman's room and kitchen, washes dishes, etc.
- Cleans daily and services restrooms and other areas with needed supplies daily.
- Cleans light fixtures and sees that all are operating.
- Reports items needing repair or maintenance.
- Clean stairs
- Other duties as assigned.

Job requirements:

- High School education (or equivalent).
- Ability to read and write required.
- English is the business language of OCEC.
- Must, within a reasonable period of time, acquire a basic knowledge of chemicals used on floors, walls, etc., in order to promote their safe and efficient use.
- Must be able to operate various machines used in cleaning the office. Must be able to plan day-to-day maintenance activities as well as show initiative when items need to be taken care of without being instructed to do so.
- Must have a valid NM driver's license.
- Bending body downward and forward frequently, by bending spine at the waist requiring full use of the lower extremities and back muscles.
- Bending legs at knee, coming to rest on knee or knees, and bending the body downward by leg and spine, and moving about on hand and knees, or hands and feet.
- Extending hand (s) and arm (s) in any direction.
- Standing for sustained periods of time/and/or walking for long distances.
- Using upper extremities to press against something with steady force in order to thrust forward, downward or outward and/or using upper extremities to exert force in order to draw, drag or tug objects in a sustained motion.
- Raising objects from a lower to a higher position or moving objects horizontally from position to position which requires substantial use of the upper extremities and back muscles.
- Applying pressure to an object with the fingers and palm and/or perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Substantial movements (motions) of the wrist, hands, and/or fingers.
- Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently to move objects.
- Ability to bend body downward and forward by bending spine at the waist, using lower extremities and back muscles.
- Substantial movements (motions) of the wrist, hands, and/or fingers.
- Receive detailed information through oral communications.