

# Job Description



*Aerospace Fabrications of GA, Inc.*  
*“Quality and Excellence in Manufacturing”*

## 1.0 FUNCTIONS

This procedure establishes and describes the requirements, reporting relationships, authority, responsibilities, duties and measurements of performance for the functional position of Custodian.

Custodian is responsible for the daily upkeep established by the company as well as assisting in maintaining a safe work environment.

## 2.0 REQUIREMENTS

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|-----|--|------------|---|
| 2.1 | EDUCATION:   | Preferred: | High School Diploma or GED                                |
| 2.2 | EXPERIENCE:  | Preferred: | 2 years' experience in custodial field.                   |
| 2.3 | LICENSE:   | Required:  | A valid driver's license is required for commuting.       |
| 2.4 | CITIZENSHIP:   | Required:  | AFOG is an ITAR facility, we require full US Citizenship. |
| 2.5 | SKILLS, KNOWLEDGE, AND ABILITIES:<br>Must have the ability to read and interpret instructions, basic computer skills, as well as an understanding of basic quality concepts.   |            |   |
| 2.6 | PHYSICAL:<br>Body Positions: Prolonged standing, walking, use of a step ladder, and climbing (to reach equipment exteriors for cleaning).<br>Body Movements: Carrying, use of hands, eyes, arms, and voice.                                |            |   |
| 2.7 | MENTAL:<br>Requires limited knowledge of computer systems, the ability to meet deadlines, and work under rush situations. Language requirements are reading, writing, spelling and the ability to communicate clearly in English language. |            |   |
| 2.8 | WORKING CONDITIONS:<br>Most duties are inside an air-conditioned manufacturing facility.   |            |   |

### **3.0 REPORTING RELATIONSHIPS:**

- Custodian reports to the Head of Facility Maintenance and Safety.
- In the absence of the Head of Facility Maintenance and Safety, Custodian will report to the Foreman.

### **4.0 AUTHORITY**

Custodian receives sufficient authority from, and is accountable to the Head of Facility Maintenance and Safety, for the accomplishment of all assigned duties and responsibilities.

### **5.0 DUTIES AND RESPONSIBILITIES**

- The principle duties and responsibilities of Custodian include, but are not limited to the following listed:
- Keep bathrooms clean, orderly, and stocked with supplies as required by the Bathroom Checklist.
- Sweep and scrub the shop floors as needed with the floor-sweeper or similar item as needed.
- Keep the exterior of all machines cleaned/dusted/"chip free".
- Maintain a clean and safe facility throughout (address spills/stains ASAP, minimize dust & cobwebs, etc.)
- Vacuum carpeted areas of the facility weekly or as needed.
- Empty trash containers in offices and throughout the facility at the end of every twice weekly or as needed.
- Maintain a clean and orderly kitchen and break room.
- Keep outside grounds presentable.
- Performs all other duties as assigned by management
- Follows company safety rules and regulations as detailed in the company handbook.

## **6.0 PERFORMANCE CRITERIA**

The performance of Custodian of Aerospace Fabrications of Georgia, Inc. relative to the responsibilities and duties assigned, on a consistent basis is of utmost importance to the success of the organization. The Head of Facility Maintenance and Safety will make specific evaluations of performance of Custodian, relative to the previously detailed responsibilities on a periodic basis.

## **7.0 ACCEPTANCE AND ACKNOWLEDGEMENT**

- I have read, reviewed, and understand the above job description and believe it to be accurate and complete.
- I understand and agree that management retains the right to change this job description at any time and will provide me with written revisions and addendum prior to the installation of the new policies or requirements.
- I understand that there are areas that can be delegated to other personnel and that in instances where I exercise that delegation I will remain accountable for those delegated tasks.
- I acknowledge I will be evaluated, minimally, on an annual basis with respect to my overall performance.
- The undersigned are in common agreement on the functional role of Custodian at Aerospace Fabrications of Georgia. Furthermore, agreement has been reached on the requirements and authorities herein stated, that compensation has been fully disclosed and both parties acknowledge that no other agreements, expressed or implied, oral or written, influence acceptance of this agreement.

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Custodian

Date

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Director

Date