

Akron Canton Airport – Job Description

Job Title: Custodial Services Technician I
Reports to (Title): Custodial Services Manager
Department: Custodial Services
FLSA Status: Non-Exempt
Date Created: September 2015
Revised: August 2021

The Akron-Canton Airport is an Equal Opportunity Employer

Job Summary:

Under general supervision, this position is responsible for cleaning and maintaining the appearance of the airport and all common areas within the property. Ensure the best possible experience for the passengers and tenants by maintaining the Airport clean, safe, and operating efficiently. This position operates within and contributes to an environment in compliance with Federal Aviation Administration and all applicable Federal, State, and local building code regulations.

Essential Functions:

- Under direction, ensure that the activities of this position and relevant programs are consistent with the mission, vision, core values, and sponsored initiative of the Akron-Canton Airport Authority.
- Clean all common areas of the facility, this includes but is not limited to; cleaning restrooms, dusting floors and ledges, cleaning carpets and all aspects of floor care, removing trash, general cleaning, etc.
- Discard of collected trash into the appropriate dumpster.
- Check supplies and replace as needed in the restrooms.
- Vacuum and shampoo carpeting as needed. Sweep, mop, deep clean, and buff floors as needed.
- Wash windows as needed.
- Conduct set up, tear down, and sanitation of conference rooms before and after events.
- Use appropriate cleaning equipment safely and follow safety guidelines established by the department. Watch for and report potential safety hazards to department manager.
- Provide customer service to passengers and other guests by responding to their requests as needed.
- Serve as back up help for first responders and airport security staff in emergencies.
- Assist other departments as needed (snow removal, etc.).
- Perform other duties as assigned.

Job Requirements:

Education: Completed education equivalent to 8th grade required. High school diploma or GED preferred.

Experience: 1 – 6 months of experience in custodial or cleaning services preferred.

Specific Skills / Knowledge:

- Aptitude to learn to use and operate floor care equipment safely.
- Ability to follow instructions properly issued by management team.

- Ability to gain knowledge of occupational hazards, standard safety practices, and Safety Data Sheets.

Computer Skills: None.

Equipment Used: Vacuums, sweepers, blowers, floor care machines, carpet care machines, cleaning machines

Supervisory Responsibilities: None

Working Conditions / Physical Demands:

The work is performed in the field environment. The incumbent must be able to be exposed to heat or cold, and trip hazards regularly, and noise, dust, fumes, and chemical hazards frequently. While performing the duties of this job, the employee is frequently, required to stand; walk; sit; use hands to finger, grasp, and handle objects, or cleaning equipment; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch; push; pull. The employee must frequently lift or move custodial materials and supplies, weighing up to 30 pounds (occasionally up to 50 pounds). Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Interfaces:

Internal: employees, management

External: FAA, TSA, airlines, vendors/sales, customers

Success Factors:

- Must possess strong customer service skills and the ability to interact with passengers, tenants, and co-workers in a tactful and kind manner.
- Ability to maintain a level head and calm disposition to handle difficult and varied situations.
- Ability to multitask and handle a variety of tasks at once
- Must be conscientious about the quality of the work being performed and demonstrate pride in work.
- Ability to pay strong attention to detail
- Must possess strong interpersonal skills, with the ability to work with a wide range of people

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Nothing contained in this job description is intended to create (nor shall be construed as creating) a contract of employment (expressed or implied), or guarantee employment for a definite or indefinite term.

Employee Acknowledgement:

I hereby acknowledge that I have read and received a copy of this job description. I understand the requirements, essential functions, and duties of the position. I am able to perform the essential functions as outlined with or without reasonable accommodation. I further understand that my employment shall be "at will" at all times, meaning that either the Akron-Canton Airport or I may terminate my employment with or without notice or cause at any time.

Signature: _____

Print Name: _____

Date: _____