

**Perform Air International Inc.**  
**Section VI - Attachments**  
**Att.57.05 – Job Description**

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-release
1	11/21/11	Revision for grammar and correction of duties.
2	07/30/12	Revised for consistency.
3	03/31/17	Revision to Department Manager
4	01/31/19	Revision to Att. Number, Grade Level, Department, Department Manager, Immediate Supervisor, Duties, Responsibilities and Authority and addition of Division Manager.
5	07/07/23	Division, Department Immediate title changes.
6	10/06/23	Division, Department, Immediate supervisor Title change
7	09/26/24	Revision to Qualifications

**Position Title:** Building Custodian

**Grade Level:** 37-2011-01

**Exemption Status:** Non - exempt

**Department:** Sales

**Division Manager:** Executive Vice President of

Sales/Marketing **Department Manager:** Executive Vice President of

Sales/Marketing **Immediate Supervisor:** Executive Vice President of

Sales/Marketing

**Duties, Responsibilities and Authority:**

This position is directed by the Executive Vice President of Sales/Marketing in coordination with all departments within the organization.

Position requirements include maintaining the premises of the repair station in a clean and orderly manner as directed, and to order and maintain the inventory required to ensure all janitorial supplies are available as required in the facility.

The Executive Vice President of Sales/Marketing may assign additional responsibilities of this position at any time.

This position does not require travel.

**Qualifications:**

Education: *High School completion or equivalent plus one of the following Experience or Training requirements fulfilled.*

Experience: *Two (2) years previous custodial experience in a business environment*

Training: *Documented training records of at least 50 hours.*