



Part-Time Custodian
Non-Exempt

I. Summary

Part-Time Custodian is responsible for maintaining a clean, safe, and orderly environment across assigned facilities. This position performs routine cleaning and custodial duties to support daily business operations. All necessary cleaning equipment and supplies will be provided by BCEC.

Location

Stamford, TX

Reporting Relationships

- A. Reports to: Purchasing and Warehouse Manager
- B. Directs: None

II. Responsibilities and Authorities

A. Essential Functions of the Job

1. Empty trash and replace liners in offices, restrooms, and common areas
2. Sweep, mop, and vacuum floors
3. Clean and sanitize restrooms (toilets, sinks, mirrors, fixtures)
4. Wipe and disinfect surfaces, including desks, counters, and high-touch areas
5. Dust furniture, fixtures, and equipment
6. Clean breakrooms/kitchens, including tables, countertops, and appliances
7. Assists in setting up rooms for meetings and events as needed
8. Restock supplies such as paper towels, soap, and toilet paper
9. Maintain cleanliness of entryways and shared spaces
10. Clean interior and exterior windows and glass surfaces in assigned areas
11. Identify and report maintenance or safety concerns
12. Follow all company safety policies and procedures

III. Qualifications

1. Prior custodial or cleaning experience preferred but not required
2. Ability to work independently and follow instructions
3. Reliable attendance and punctuality required
4. Attention to detail and ability to complete tasks efficiently

IV. Physical Requirements

1. Ability to stand, walk, bend, and perform repetitive movements

2. Ability to lift and carry up to 25–30 pounds
3. Ability to safely use cleaning equipment and supplies

V.Compensation

This is a part-time, hourly position. Hours are flexible but may not exceed 15 hours per week. Employees in this role are not eligible for company-sponsored benefits, except where required by applicable federal, state, or local law.

VI.Employment Opportunity Statement

Big Country Electric Cooperative, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other protected status under applicable federal, state, or local laws.

VII.Employment At-Will Statement

Employment with Big Country Electric Cooperative, Inc. is at-will. This means that either the employee or the Company may terminate the employment relationship at any time, with or without cause or notice, in accordance with applicable law.

VIII.Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.