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**CUSTODIAN**

### **■** Profile

Hard working and dedicated custodian, peak-performer, maintaining/cleaning properties of the firm. Known for being highly responsible and energetic with good time management. Skilled in performing the following services,

* Interior/exterior cleaning.
* Bathroom sanitization.
* Operating wet/dry vacuum cleaners, carpet extractors, polishing machines, and waxing machines.
* Floor washing.
* Removal and collection of garbage.
* Minor electrical repairs.
* General maintenance assignments.

### **■** Employment History

ABC Cleaning & Maintenance Services Group Santa Ana, CA 2007 – Present  
**Custodian/Janitor**

**Main Responsibilities**

* Followed company standards and procedures to maintain the cleanliness of the office areas.
* Maintained office furniture in proper condition and saw to timely repair.
* Carried out electrical repair work when required in the office rooms and was responsible for maintenance and refilling of coffee dispensers.
* Assisted in organizing annual meetings and conferences by cleaning and tidying rooms and carrying out repair work.
* Used electrical equipment and chemical cleaners to maintain cleanliness in office environment.
* Ensured office premises were safe and secure by performing routine check-ups after staff had logged out.
* Performed routine maintenance activities such as changing curtains and electrical appliances.