

Job Description/Non-Exempt
CUSTODIAN

Summary of the Job

Under the direct supervision of County Commissioners, the Custodian performs all necessary janitorial duties as required by the Commissioners.

Janitorial Responsibilities

1. Sweeping, dusting, wet mopping, scrubbing and spot cleaning of restroom surfaces.
2. Wet mopping, stripping, waxing, sealing and buffing floors.
3. Trash pickup and removal.
4. Window washing.
5. Vacuuming, spot cleaning and shampooing carpets.
6. Dusting and cleaning light fixtures and blinds.
7. Washing walls.
8. Utility work as directed by contract representatives including, but not limited to moving furniture, assisting in loading, unloading and distribution of supplies, servicing of lobbies and high public use areas, servicing complaints and performing special cleaning.
9. Locking exterior building doors and raising and lowering flags.
10. Operating powered equipment typically used in custodial operations.
11. Maintaining and performing preventive maintenance on equipment as directed. This includes completing daily log of heating and cooling system.
12. Insure daily cleaning assignments are completed.
13. Performing routine checks for cleanliness and servicing.
14. Maintaining supply and equipment inventory as directed.
15. Keeping janitor closets clean and orderly.
16. Receipting and maintaining supplies from central supply.
17. Adhering to work plans.
18. Lawn care, cutting and tree care.
19. Snow removal on Courthouse property.
20. Maintaining county cars. This includes scheduling oil changes, tire rotations, tire replacement and any other maintenance needed.
21. Performing other duties as directed.

General Responsibilities

1. Complete and submit accurate time sheets.
2. Work adjusted schedules and/or overtime as required.
3. Maintain a safe working environment. Report unsafe conditions to County Commission.
4. Read and follow all label instructions on chemical materials and operating instructions for powered equipment.
5. Report out-of-order equipment in the building (e.g., leaking or broken fixtures) to commissioners.
6. Treat all building occupants with courtesy and respect at all times.

7. Report accidents immediately to commissioners.
8. Drive vehicles as directed.

Job and Skill Requirements

1. Ability to bend, stoop, and reach.
2. Ability to lift and carry objects.
3. Ability to operate powered equipment normally found in janitorial operations.
4. Ability to organize work and follow cleaning schedules.
5. Ability to work around the public.
6. Ability to work as a member of a team.
7. Ability to work adjusted schedules and overtime when required.
8. Must, upon hire and continuously throughout length of employment, successfully pass background checks as required.
9. Verification of citizenship or eligibility to work in the United States as outlined under the Immigration Reform and Control Act of 1986.
10. Possession of a valid driver's license and vehicle insurance adequate to the demands of the company's carriers.