

# CLAY COUNTY JOB DESCRIPTION

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Position Title: Custodian FLSA: Non- exempt or Exempt  
Department: Facilities Management Level: 11  
Reports To: Director of Facilities/ Day Shift- Maintenance Supervisor  
Night Shift- Custodial Supervisor Job Code: 90  
Date: July 2005  
Revised: July 2010

## Primary Responsibilities:

The employee in this class is responsible for maintaining of offices, buildings and facilities in a clean and orderly condition. The incumbent performs dusting, sweeps, and mops and polishes floors, mopping finishing and buffing floors, vacuuming and shampooing carpets, cleaning and restocking restrooms, removes trash and litter, and cleans furniture. The incumbent makes minor janitorial equipment repairs and reports directly to the Custodial Supervisor.

## **Essential Duties and Responsibilities**

- Performs vacuuming and upkeep of carpets areas, including shampooing and extracting
- Sweeps, mops, waxes floors, buffs, stairways, offices, courtrooms and other assigned areas
- Scrubs and polishes fixtures, washes windows, mirrors and other areas and equipment
- Cleans restrooms and restocks paper and soap supplies
- Wipes down desks and other furniture, empties waste baskets, gathers recycling material, empty ashtrays and cleans window blinds.
- Picks up litter outside and inside facilities and buildings
- Services janitorial equipment
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices
- Secure doors; unlock and lock buildings, turn lights on and off, etc.
- Follows cleaning schedule as established by the supervisor or lead custodian
- Operate autos, light trucks, vans, power sweeper, material handling equipment and janitorial power equipment as required.
- Cleanup blood and other body fluids
- Maintains a safe work environment at all times promoting the safety of employees, co-workers and the general public.
- Gathers recycling material and deposits into the proper place
- Provide backup to related positions
- Performs snow removal operations and other assigned outdoor duties
- Performs other assigned tasks as required

## **Required Knowledge, Skills and Abilities**

- Knowledge of department policies and procedures.
- Knowledge of proper methods, materials and equipment for care and cleaning of walls, windows, floors, carpets and furniture.
- Knowledge of techniques of custodial cleaning and use of cleaning equipment and supplies.
- Knowledge of safety procedures to be observed with the use of cleaning agents and equipment.

- Skill in operating and maintaining cleaning equipment-such as auto scrubbers, sweepers and buffers.

**Environmental Demands**

- Work involves frequent lifting, standing, bending, kneeling, crawling and occasional work on ladders up to 20 feet high.
- Outdoor work accounts for approximately 10% of the time, exposing the employee to weather extremes and various forms of precipitation.
- Must be able to lift up to 50 pounds.

**Minimum Qualifications**

- Must have a high school diploma or equivalent and experience in facilities management.
- Ability to transport oneself to a variety of locations, climbing stairs and ladders
- Ability to read, follow and understand written policies, procedures, manuals, chemical information, etc. as needed to perform essential job functions.
- Ability to independently and safely carry out tasks, duties and responsibilities assigned.
- Ability to understand and follow safety/OSHA regulations.
- Ability to physically perform essential functions and requirements of the position.
- Ability to work in both an outdoors and indoor environment year round
- Ability to work a varied schedule as assigned
- Must possess a valid State Driver's License.
- Must pass back ground check and drug screening.

**ADA/Physical Demands**

- Vision must be sufficient to read warning labels, MSDS Sheets and visually check cleaning quality
- Hearing must be sufficient for conversation with staff and on telephone and two-way radio
- Speech must be sufficient to use telephone and/or two-way radio to report emergency conditions
- Standing 15% of the time – Required cleaning walls, mirrors, windows, etc.
- Walking 85% of the time – Required when vacuuming floors, operating scrubbers and mopping floors.
- Lifting, carrying, pushing or pulling up to 50 lbs. – Required when lifting and/or moving large trash containers, vacuum cleaners and various types of floor machinery and moving of furniture
- Stooping, kneeling crouching and crawling required when cleaning under desks, restrooms, toilets, sinks, partitions in restrooms, filtering sand urns and cleaning spots on carpets.
- Reaching and handling required when operating machinery, trash bags, must be able to grasp/open various sized equipment, e.g. mop handles, spray containers, product dispensers, etc. Sufficient reach to clean blinds and doorsills with or without aide of equipment.
- Must be able to speak, read and understand English

**This is not an inclusive list; other duties, qualifications, knowledge, skills may be assigned.**

Approved by:

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Department Head/Appointing Official

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Date

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Director-Human Resources

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Date