

**Jefferson County
Position Description**

Name: _____ **Department:** Central Services
Position Title: Custodian **Pay Grade:** 1 **FLSA:** Non-exempt
Date: March 2019 **Reports To:** Maintenance Director

Purpose of Position

Performs custodial duties of cleaning and maintaining buildings. Assures that meeting and facility spaces are appropriately stocked and ready for users.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Collects trash and picks up garbage.
- Cleans offices, hallways, and common areas of buildings.
- Sweeps, mops, scrubs, strips and buffs, and vacuums floors.
- Washes walls and windows, dusts woodwork, desks, and equipment, and performs general cleaning.
- Performs routine custodial tasks of organizing and preparing supplies, and alerting supervisor when more supplies are required.
- Services, cleans, sanitizes and restocks restrooms, kitchens, and breakrooms.
- Follows procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures or to self.
- Mixes water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Monitors building premises for safety, and to ensure occupant or visitor safety.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Removes snow from doorways, sidewalks, and parking lots.
- Supports various departments and activities which may only happen once a year such as the County Fair.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent required with three months related experience and/or training; or equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

Six months related experience and/or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

Valid driver's license.

Knowledge, Skills, Abilities

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to effectively present information to customers, or supervisor, and other employees of the organization.
- Ability to maintain confidential information.
- Ability to perform these operations using units of weight measurement, volume, and distance.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to reliably and predictably carry out one's duties.
- Ability to write simple correspondence.
- Knowledge of modern cleaning equipment such as buffers.
- Skill in prioritizing assignments and working independently.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; run; climb or balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does generally occur. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee may also be exposed to vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually moderate to loud depending on activities. This position may be called out 24 hours a day or rotate being on call, including weekends and holidays. Uses personal protective gear and equipment to perform duties.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date