

CUSTODIAL WORKER

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs responsible semiskilled work in the care and cleaning of county buildings; does related work as required. Work is performed under the regular supervision of the Custodial Supervisor.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Cleaning and maintaining buildings and facilities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Sweeps, mops and dusts offices and buildings.
- Washes windows, walls, woodwork, bathroom fixtures.
- Operates carpet shampooer; vacuums and cleans carpets.
- Cleans and supplies restrooms; strips and seals floors.
- Runs errands; picks up and delivers mail and supplies.
- Cleans drinking fountains; sweeps sidewalk.
- Washes hallway doors; dusts blinds; cleans elevator.
- Gathers and disposes of refuse, litter and trash; empties wastebaskets.
- Prepares quantities of cleaning and polishing materials appropriate for use from bulk containers.
- Helps set up building and rooms for activities and special events.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of building cleaning practices, supplies, and equipment and ability to use them economically and efficiently; ability to understand oral and written directions; ability to establish and maintain effective working relationships with associates; ability to read and write; physical ability to perform heavy manual work; ability to work independently.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in custodial experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

None.