



JOB DESCRIPTION

Custodian – Facilities

**Screen
Management Right**

Job Title: Custodian

Department: Facilities

Classification: Grade 7 (AFSCME Local 2768 – General Non-Supervisory Unit)

FLSA Status: Non-exempt

Position Description: Service Maintenance – Provide custodial services to keep County facilities and county car pool clean and safe.

Supervisor's Job Title:

Direct – Facilities Maintenance Manager

Total # of full-time equivalents with job title that report indirectly to this job: 0

QUALIFICATIONS:

Minimum Qualifications:

- High school graduate or equivalent.
- 6 months work experience in general cleaning (i.e. floor care, general cleaning, trash and recycling removal, clean and sanitize restrooms and kitchen areas, restock lavatory and kitchen supplies, window washing and related activities as needed to effectively maintain buildings to ensure operations and services).
- Valid driver's license and reliable means of transportation.
- Successfully pass a pre-placement screen, contingent upon a job offer.
- Successful completion of a federal criminal justice background check, contingent upon a job offer.

Knowledge, Skills & Abilities:

Knowledge:

- Cleaning practices and products.
- Proper body mechanics for lifting, pushing, pulling, etc.
- Universal precautions (blood borne pathogens and hazards).
- Building and safety regulations.

Skills:

- Establish and maintain effective working relationships with co-workers, County staff, community officials, County Board members, the public, and other agency staff.
- Communicate effectively, both orally and in writing.



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Abilities:

- Work independently with little or no supervision, prioritize and organize a variety of responsibilities.
- Work hours to meet the service needs.
- Work well with others; ability and willingness to follow rules and procedures and follow directives from supervisors.

Preferred Qualifications:

- Work experience in general office cleaning.
- Work experience in commercial cleaning operating buffers, strippers, carpet extractors.

<u>ESSENTIAL DUTIES OF THE POSITION:</u> (These duties are a representative sample; position assignments may vary.)	<u>FREQUENCY:</u>
<ul style="list-style-type: none"> • Perform custodial duties including floor care, general cleaning, trash and recycling removal, clean and sanitize restrooms and kitchen areas, restock lavatory and kitchen supplies, window washing and related activities as needed to effectively maintain buildings to ensure operations and services. • Provide building security including lock and unlock buildings, inspect for occupancy, monitor after hours occupancy and related activities as needed and/or assigned to ensure building security is maintained. • Assist with moving equipment and furniture as needed for cleaning. • Clean interior of carpool vehicles and report required maintenance. • Monitor and maintain facilities for minor repairs (i.e. change lightbulbs). • Remove snow and ice. 	100%
Regular attendance on the job.	
Perform other duties as delegated.	

PHYSICAL REQUIREMENTS:

To view the Functional Job Analysis for this job, [click here](#).

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this job description at any time.

CLASSIFICATION HISTORY:

Position prepared by Hubbard County
Date last Reviewed: (01/2018)



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