

POSITION DESCRIPTION

Title: Custodian

Department: Bay Minette Custodial

Job Analysis: February 2009, September 2013, **June 2018**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: ~~Facilities Coordinator and/or Office Administrator~~ **Administration/
Records Manager and/or Purchasing Director**

Subordinate Staff: None

Internal Contacts: Co-Workers

External Contacts: General Public

Status: Classified/Non-Exempt (E)

Job Summary

General cleaning and housekeeping duties for county facilities as may be assigned. Job domains include waste containers, furniture, desk tops, counters, cabinets, windows, floors, restroom facilities and various others as may be assigned. Reporting supply needs to supervisors as necessary. Directing general public when needed. Securing county facilities as required.

Job Domains

A. General Housekeeping and Daily Duties

1. Empty and clean waste containers and if applicable outside ashtrays.
2. Dust and clean (with applicable cleaners) desk tops, counters, cabinets and furniture as required. (daily or weekly as needed)
3. Clean all floors as applicable. (ex. vacuum carpeted floors, dust mop linoleum floors and wet mop linoleum floors.)
4. Open and secure designated buildings as required.
5. Perform related work as required.

B. Daily Restroom Maintenance

1. Replace tissues and hand towels as required.
2. Sweep, mop, and clean all restroom floors with appropriate cleaner.
3. Clean and wipe down all related restroom fixtures.
4. Clean and polish all related chrome.
5. Clean/polish mirrors.

C. Miscellaneous

1. Direct general public and visitors to various locations as required.
2. Must be willing to perform mailroom duties as assigned.
3. Must be willing to assume mailroom duties as assigned.

Knowledge, Skills, and Abilities

NOTE: Any item with an asterisk will be taught on the job.

1. Skills to communicate with Departmental supervisors, co-workers, and general public as required.
2. Skills to understand simple instructions, directions, and procedures.
3. Skills to complete basic forms.
4. Skills to do basic daily maintenance on vacuum cleaners (clean hoses and related equipment to insure it is operating properly)
5. Ability to climb at least one flight of stairs to clean designated areas.

Other Characteristics

1. Willingness to work nights and weekends.
2. Willingness to learn to operate buffer machines and help with quarterly floor maintenance. (strip, wax, buff floors).

NOTE: The above aforementioned will be taught on the job.