CLINTON COUNTY GOVERNMENT
Job Description

Job Title: Custodian, Custodial Services
Department: Housekeeping
Position Reports to: Supervisor, Custodial Services
Grade Level: Not Applicable
FLSA Status: Non-Exempt
Position Type: Part-time
Bargaining Unit Status: Non-Bargaining
Date: June 23, 2021

Summary: The purpose of this position is to perform work functions associated with cleaning/maintaining courthouse, administrative center buildings and facilities.

Essential Functions: 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.

- Performs vacuuming, sweeping, mopping, scrubbing, waxing, and/or shampooing of carpet and floor surfaces located in hallways, stairs, offices, restrooms, break rooms, kitchens, public rooms, elevators, storage rooms, and other areas; performs spot cleaning as needed.
- Performs cleaning, dusting, and polishing of furniture, equipment, artwork, fixtures, surfaces, walls, wood paneling, window sills, trim, doors, cabinets, vents, and other surfaces; cleans telephones and office equipment/supplies.
- Performs cleaning, deodorizing, and disinfecting of bathrooms; cleans mirrors; replenishes soap products and paper products.
- Performs cleaning/disinfecting of water fountains, telephones, or other public facilities.
- Performs washing/cleaning of windows and blinds.
- Performs emptying of trash containers; replaces trash liners in containers; picks up and disposes of trash from floor/ground areas; carries/transports trash to dumpster or other designated trash receptacle; cleans trash/recycling containers.
- Operates/utilizes various equipment, tools and supplies which may include a vacuum cleaner, carpet cleaner, buffing machine, mop, broom, cleaning supplies, and alarm system.
- Performs basic maintenance tasks necessary to keep machinery, equipment, and tools in operable condition; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Monitors inventory levels of equipment, tools, or supplies; initiates requests for new or replacement materials; stocks or distributes supply items.
- Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.
- Communicates with supervisor, employees, and departments, the public, and other individuals as needed to coordinate work.
- Physically capable of lifting and moving objects up to 30 pounds as necessary. ☐ Maintains regular and on-time attendance.

- Performs duties as assigned or required.

Education and Experience: High school diploma or GED; supplemented by two (2) year previous experience and/or training involving custodial work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Additional Job Requirements: Valid driver's license, satisfactory pre-employment drug screen and background check.

Performance Aptitudes:

- Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.
- Human Interaction: Requires the ability to get along well with others. Ability to work well under minimal supervision. Capacity to take direction. Possess strong attention to detail.
- Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.
- Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.
- Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.
- Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

Employee Expectations:

In completing the duties and responsibilities as the Custodian, of Custodial Services, the employee will adhere to all county policies, guidelines, practices and procedures; act as a role model both inside and outside the County, perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

At-Will-Employment:

The Custodian, Custodial Services, is an at-will employee and serves at the pleasure of the Commissioners of Clinton County. Clinton County Government is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.

In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resource Administrator to the extent that it does not constitute an undue hardship to the County.

I have read the job description for Custodian, Custodial Services, and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

_____ _____

Signature of Employee   Date

_____ _____

Signature of Supervisor   Date