

JOB DESCRIPTION
Essex County, VA

Job Title	Custodian
Department	Facilities Management
Category	Part Time
FSLA	Non-Exempt
Pay Grade	
Report to:	Maintenance Supervisor
Supervises:	NA

JOB SUMMARY/PURPOSE

This position performs semi-skilled work to inspect, clean and maintain public buildings, entrances and under his/her care so as to keep them safe, clean, sanitary, neat in appearance and comfortable for use by occupants and visitors and to prepare rooms and facilities for use. A custodian is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Performs routine custodial duties and tasks such as vacuuming rugs, dusting and wet mopping floors and cleaning glass, windows and mirrors; empties trash and recycling containers; fills soap and other dispensers; inspects, sanitizes and cleans restrooms daily
- Monitors routine maintenance work such as: observes and reports problems to supervisor of unsafe conditions, missing lights, broken windows or doors, etc.;
- Plans custodial work so that within reasonable periods on a rotating basis all areas under his/her care receive a thorough cleaning; may perform periodic heavy cleaning as conditions require such as stripping and buffing floors, shampooing carpets, cleaning windows, etc.;
- Moves furniture, equipment and supplies; sets up and breaks down meeting and function rooms for various activities as requested;
- Secures cleaning supplies, hazardous chemicals and custodial storage areas; secures and/or locks facilities or portions of facilities as appropriate; set alarm systems for security;
- Orders cleaning and maintenance supplies from supervisor; obtains and maintains relevant supplies under the direction of his/her supervisor;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeping current with policies and procedures and work standards;
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- High school diploma supplemented by one (1) year of experience with custodial services or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job.
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Licenses or Certificates:

- NA

Knowledge, Skills and Abilities:

- Knowledge of custodial procedures, supplies and materials;
- Knowledge of proper tools and equipment to use for different custodial jobs;
- Knowledge of appropriate safety procedures;
- Skill in using various custodial equipment and hand tools;
- Ability to perform manual labor;
- Ability to work efficiently and effectively with minimal supervision;
- Ability to learn County and Departmental policies, procedures, rules, and regulations;
- Ability to follow oral and written instructions;
- Ability to maintain effective working relationships with supervisors, employees, contractors and other departments.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemicals		X		
Work with fumes or airborne particles		X		
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – vacuums, mops, hand tools, trash cans, janitorial cart, duster, sponges, cleaning chemicals				X

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting	X			
Talking & Hearing		X		
Using hands/fingers to handle/feel				X
Climbing or balancing - ladders		X		
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms			X	
Tasting or smelling	X			

Bending, pulling, pushing			X	
Other-Driving	X			
Other-snow removal		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds – 35 pounds			X	
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).

