

## JOB DESCRIPTION

JOB TITLE: CUSTODIAN

ORIGIN DATE: OCT. 2000

REPORTS TO: FACILITIES MANAGER

REVISION DATE: MAY 2008

DEPARTMENT: FACILITIES MAINTENANCE

DEPARTMENT NO: 10-70

I. JOB SUMMARY: Under the supervision and direction of the Facilities Manager, the Custodian is a non-exempt position. The duties performed will be skilled and semi-skilled. Work will involve the general upkeep of all Lyon County building interiors, exteriors, entrances, hallways, etc. Keeps facilities clean and in an orderly condition.

II. PRIMARY DUTIES: Duties consist of; but are not limited to:

- A. Sweeps, mops, scrubs and vacuums hallways, stairs, office space, etc. Strips and refinishes the floors on all levels, cleans carpet as needed.
- B. Opens and secures the facility.
- C. Cleans glass doors, windows, window blinds, window casings, and wood fixtures, stair railings, etc.
- D. Cleans, disinfects the restrooms, drinking fountains, furniture, fixtures such as stair casings, baseboards and ledges.
- E. Empties all waste into proper container for pick-up.
- F. Notifies supervisor of need for maintenance on items found while working.
- G. Notifies supervisor of cleaning supplies needed/keep an inventory of supplies on hand sufficient enough to perform the job.
- H. Perform all other duties and responsibilities as assigned.
- I. To show up for work on a regular and predictable basis as scheduled, etc.

III. INTERMITTENT DUTIES:

- A. Identify and rename equipment and place it in the appropriate area for sale at auction.
- B. May be required to attend seminars or training sessions.

C. May be assigned additional related duties by the supervisor.

IV. QUALIFICATIONS: Requires a valid Kansas Drivers license. Must pass physical, drug screen and background check.

A. EXPERIENCE: One to three years of experience is preferred, but not required.

B. EDUCATION: High school diploma, G.E.D. or equivalent required.

C. KNOWLEDGE: Able to receive, interpret and follow verbal and written instructions. Required to read, write and speak English fluently, with the ability to speak a foreign language helpful.

Problem Solving: Minimal problem solving required.

Decision Making: Minimal decision making required.

Supervisory: None.

Financial/Budgetary: None.

Interpersonal: Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to vendors, other employees and the public.

Working Conditions: Conditions will vary from facility to facility.

Physical Requirements: Lift up to 60 pounds extending from floor level to 60 inches in height. Requires sufficient visual acuity to be able to read and write and operate custodial equipment. Requires sufficient hearing level to be able to effectively communicate with others directly or by telephone.

This job description has been examined for compliance with the Americans With Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA) (May 1995).