

PERSHING COUNTY CLASS SPECIFICATION

CUSTODIAL WORKER

DEFINITION:

Under general supervision, performs a variety of custodial tasks.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are expected to perform assignments with only minimal direction and instruction. Positions in this class are distinguished from the Building and Grounds Maintenance Worker I/II in that the latter applies skills and knowledge in the building trades to the repair and maintenance of buildings and their major systems.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Following established procedures or verbal instructions, selects the proper chemicals and supplies and effectively and safely cleans and disinfects hallways, stairways, offices, meeting and other rooms, auditoriums, restrooms, drinking fountains, benches, etc.
2. Dusts, sweeps, mops, vacuums, and polishes surfaces and floors.
3. Operates floor cleaning machines, buffers, and carpet cleaning machines.
4. Performs special cleaning tasks such as disinfecting contaminated or frequently used areas.
5. Empties and cleans waste containers; transports waste materials to appropriate containers.
6. Ensures that appropriate supplies such as toilet paper, paper towels, soap, and related items are available to users. Maintains proper inventory of cleaning materials and supplies at assigned workstations.
7. On a daily basis, as well as after various public functions, checks windows, doors, and office equipment to ensure they are secured and/or turned off.
8. Reports damage, malfunctions, hazards, or irregularities of buildings and equipment to supervisor.
9. **Custodial Worker – Community Center (part-time position)** This position may be required to work week-ends. Job duties include cleaning assigned buildings (sweeps, mops, strips, waxes and buffs floors; vacuums and cleans carpets; dusts, cleans windows, counters, molding, sills, rails and other parts of the buildings; cleans bathrooms; replenishes bathroom supplies; empties trash); setting up for events at the Pershing County Community Center and assisting with Buildings and Grounds maintenance work. Applicants should have knowledge of building cleaning and janitorial care practices; types of cleaning chemicals and their uses; safety procedures applicable to the use of custodian tools and cleaning supplies.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Equipment, materials, and supplies used in cleaning, disinfecting, and maintaining facilities;
- Safe and proper methods of using/mixing chemicals, solvents, and other potentially hazardous materials;
- Agency policies, procedures, and practices related to custodial services;
- Cleaning and disinfecting procedures; and
- Appropriate tools or equipment for cleaning specific areas, or performing routine maintenance tasks.

Skill to:

- Follow established procedures; and
- Follow written and oral instructions.

Ability to:

- Use cleaning equipment and tools properly and safely;
- Operate small hand and power tools properly and safely;
- Operate electric floor cleaning and maintenance equipment properly and safely;
- Perform snow and trash removal; and
- Communicate courteously with others.

Required Certifications and Licenses:

None.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Education level sufficient to have acquired basic reading and comprehension, and ability to understand spoken instructions and to communicate verbally.

Physical and Mental/Intellectual Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength and stamina to stand, walk, and climb stairs and ladders; stamina and flexibility to stoop, squat, bend, kneel, crouch, and crawl; strength, dexterity, and stamina to use hands and

arms to reach, grasp, and open containers, and to operate hand and power tools, floor cleaning, polishing, and other equipment; ability to periodically work in confined spaces; frequent moving or lifting of objects weighing up to 40 pounds and occasional moving of objects weighing up to 75 pounds. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance.

Working Conditions:

Work is performed under the following conditions:

Most of the work is performed indoors, but some outside work may be required. Incumbents are exposed to moderately disagreeable working conditions to include dust, dirt, odors, fumes, heat and cold due to outside weather conditions, and to unsanitary conditions such as those found in restrooms.

FLSA Status: Non-Exempt

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed