



JOB DESCRIPTION

Title: **CUSTODIAN**
Department: City-Wide
Class Code: 8100
FLSA Status: Non-Exempt
Effective Date: July 1, 1982 (Rev. 07/2008)
Grade Number: 5

GENERAL PURPOSE

Under close supervision from an administrative superior, maintain buildings and grounds in clean, functional, and attractive state.

EXAMPLES OF DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include duties which may be found in all positions of this class.)

- *-- Cleans, sweeps, mops, scrubs, waxes, and polishes floors by hand or machine; cleans carpet, upholstery and furniture.
- *-- Washes windows, screens, sills, woodwork, doors, desks, walls, and ceilings.
- *-- Orders and stocks needed materials and supplies.
- *-- Cleans and sanitizes rest rooms, dusts and vacuums rooms, locks and unlocks doors; moves equipment and furniture.
- *-- Collects and disposes of waste, shovels snow, maintains outside sidewalks, and assists in keeping outside premises in an orderly condition.
- Changes light bulbs, florescent tubes and ballast; unstops lavatories.
- Performs related work as required.

MINIMUM QUALIFICATIONS

Education and Experience

- One (1) year experience in custodial activity.

Required Knowledge, Skills and Abilities

- Knowledge of cleaning and waxing compounds, floor buffers and custodial equipment, and basic tools utilized in building maintenance.
- Ability to understand and carry out routine oral and written instructions, make routine decisions independently, sustain long periods of light to moderately heavy physical activity, and work harmoniously with others.

WORKING CONDITIONS

- This position may include frequent lifting of 20-25 pounds, occasional lifting of 35-50 pounds. This position requires that the person stand or walk most of the time with bending, stooping, squatting, twisting, reaching, and working on irregular surfaces or at heights above the ground. It may also include occupational exposure, i.e., noise, pulmonary irritants, work with toxic materials.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.