



CUSTODIAN JOB DESCRIPTION

Job Title: **Custodian**

Job Code: **FM185**

Pay Grade: **111**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **February 2017**

NATURE OF WORK

Under close supervision, performs a variety of custodial duties on behalf of the Lewis County Facilities Maintenance Department.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Cleans and services assigned County buildings, facilities, and/or office areas.
- Dusts and polishes furniture, fixtures, and woodwork.
- Cleans windows, blinds, window sills, mirrors, and walls.
- Sweeps, mops, vacuums, cleans, waxes, and buffs floors.
- Vacuums and/or shampoos carpets and rugs; cleans stairways.
- Cleans and maintains restroom facilities; sanitizes toilets, sinks, and fixtures, unclogs drains and toilets.
- Monitors and restocks restroom supplies.
- Empties interior and exterior wastebaskets and recycling bins.
- Cleans up various types of spills.
- Moves office furniture and equipment; performs room set up.
- Changes light bulbs and lighting tubes; removes cobwebs from lights and ceilings.
- Cleans and maintains parking lot areas; sweeps sidewalks and entry ways.
- Performs minor maintenance on cleaning equipment; changes vacuum cleaner bags and belts.
- Secures facility windows and doors at the end of assigned shift.
- Responds to emergencies during and after business hours including Blood Borne Pathogen (BBP) cleanups.
- Supervises inmate labor in the performance of custodial duties.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in and around County facilities and involves exposure to dust, dirt, hazardous materials, blood borne pathogens, and cleaning chemicals; subject to standing, walking, bending, reaching, kneeling, crouching, performing manual labor, operating equipment, and lifting of objects up to 25 pounds.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. equivalent; AND one (1) year janitorial experience preferred.

A valid Driver's License is required.

Must be able to obtain a security clearance to work in secured areas.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Janitorial principles and practices.
- Regulations and standards governing janitorial activities.
- Occupational hazards and safety practices applicable to custodial work.
- Janitorial equipment and supplies.

Skills in:

- Performing a variety of janitorial tasks.
- Assisting in maintaining the County's facilities in a clean and sanitary manner.
- Safely handling cleaning chemicals and operating janitorial equipment.
- Establishing and maintaining effective working relationships with other staff and County personnel.
- Communicating effectively verbally and in writing.