

Custodian / Part-Time

Grade:

Reports to: Public Works Director

Department: Public Works

Classification: Hourly/Non-Exempt

Date Approved:

Job Summary

Performs a variety of custodial duties such as cleaning County buildings, picking up trash and disposing of trash, scheduling, interfacing with the public, and assisting with various other assignments.

Essential Functions

Sweeps, mops, scrubs, buffs, waxes, and vacuums floor surfaces, schedules floor work to ensure least possible disruption of work routines in buildings and offices.

Empties trash receptacles.

Clean-up duties including spills and broken glass.

Moves furniture as needed for cleaning.

Reports maintenance needs to supervisor.

Directs the work of assigned community workers.

Cleans, sanitizes, and details restrooms, refills dispensers, stocks supplies.

Cleans break rooms, meeting rooms, windowsills, and moldings.

Additional Responsibilities

Performs all other duties as assigned.

Knowledge, Skills, and Abilities Required for Job Performance

High School diploma or GED equivalent. Requires the ability to perform addition and subtraction. May include counting, recording or counts and basic measuring.

Previous custodial experience preferred or any equivalent combination of education, training and

experience which provides the requisite knowledge, skills and abilities for this job.

Possession of valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

Skill in communicating with others.

Must be able to speak and write in the English language.

Possession of a valid Georgia driver's license.

Working Conditions/Physical Demands

The work is typically performed while intermittingly sitting, standing, stooping, bending, kneeling, crouching, or walking.

The employee frequently lifts light and occasionally heavy objects up to 40 lbs., uses tools or equipment requiring a high degree of dexterity and utilizes the sense of smell.

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, cold or inclement weather, vibrations, machinery with moving parts, contagious or infectious diseases, and irritating chemicals.

Much of this work is done without direct supervision and requires a strong work ethic with an emphasis on organizational, time management, and multi-tasking skills.