

CODE: 1630

GRADE: 5

**THOMAS COUNTY, GEORGIA
JOB DESCRIPTION**

**JOB TITLE: CUSTODIAN
GENERAL GOVERNMENT BUILDINGS CUSTODIAL**

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of light custodial work in the care and maintenance of County buildings and facilities. Work involves sweeping, waxing, buffing, mopping and using vacuum cleaners to clean floors; washing walls, woodwork and fixtures; and policing buildings to empty trash receptacles and pick up debris, etc. Employee must exercise some independent judgment in completing assigned tasks. Reports to Building Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Maintains the up keeping of the building.

Performs the mopping and cleaning of the buildings.

Vacuums and cleans the carpet.

Picks up debris and trash.

Performs errands.

Performs housekeeping functions in offices, meeting rooms, bathrooms, kitchens, hallways, doorways, lobbies, exam rooms, etc.

Dusts and cleans sills, baseboards, desks and other furniture.

Sweeps, mops, vacuums, waxes, strips and buffs floor surfaces; shampoos carpets.

Cleans restroom areas and replenishes paper supplies and soap as necessary; maintains pleasant and sanitary conditions and cosmetic appearance in restroom areas, vending area, lunchrooms, etc.

Cleans windows, walls, woodwork, blinds and light fixtures; strips wax from floors; spot cleans carpets.

Patrols buildings to inspect for safety or maintenance problems; addresses or reports problems as necessary.

Replaces burned-out light bulbs.

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Receives and/or reviews daily task schedule or memos.

Prepares and/or processes reports as required.

Refers to policies and procedure manuals, equipment manuals, safety manuals, chemical use instructions, etc.

Operates an assortment of housekeeping equipment and tools such as buffers, strippers, vacuum cleaners, drills, hand trucks, mops, brooms, brushes, hammer, screwdrivers, pliers, etc.

Uses cleaning supplies including waxes, detergents, glass cleaners, stripper solutions, cleaning chemicals, dust clothes, rags, etc.

Interacts and communicates with various groups and individuals such as the immediate supervisor, department head, and County employees.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma and 6 to 9 months of experience in custodial work; or any equivalent combination of training or experience that provides the required skills, knowledge and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate vacuum cleaners, carpet shampoers, brooms, mops, etc. Must be able to exert up to 75 pounds of force occasionally, and/or up to 40 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read simple forms. Requires the ability to prepare time sheets and leave slips using prescribed format.

Intelligence: Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

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Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using janitorial equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as janitorial equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.