

JOB DESCRIPTION TELLER COUNTY

<u>Job Title:</u> Custodian	<u>Classification:</u> Non-Exempt
<u>Department:</u> Public Works/Facilities Division	<u>Salary Range:</u> 18
<u>Reports to:</u> Lead Custodian	<u>Job Status:</u> Part Time

SUMMARY OF JOB RESPONSIBILITIES:

A custodian performs janitorial tasks and maintains County facilities in a clean and orderly condition.

FUNCTIONS/TASKS: (All persons, with or without reasonable accommodation, who can perform the essential functions/tasks required on this job or position, will receive full considerations toward it.)

ESSENTIAL FUNCTIONS:

- (1) Clean offices, rest rooms, sinks, hallways, stairs, entryway and all public areas, including vacuuming, sweeping, mopping, waxing, sanitizing and emptying all trash cans and installing new liners.
- (2) Dust and polish all counter tops and woodwork where possible.
- (3) Replace light bulbs, turn off machines and area heaters.
- (4) Perform minor repairs on rest room fixtures.
- (5) Replenish supplies in rest rooms and other public areas.

OTHER FUNCTIONS/TASKS:

- (6) Perform similar duties as required, including moving materials for building occupants.

MINIMUM REQUIREMENTS (The following requirements are necessary to reasonably ensure the County that the individual selected for this position, with or without accommodation, will be able to perform the essential functions/tasks of the position.):

- (1) **Skills/Knowledge:**
 - Knowledge of proper use and handling of cleaning chemicals and equipment.
 - Ability to perform daily tasks with no supervision.
 - Ability to operate a variety of cleaning equipment.
 - Ability to perform moderately heavy manual work.
 - Ability to follow written procedures.
- (2) **Experience/Education:** High School diploma or GED plus two (2) years of work experience or any combination of education and experience.
- (3) **Visual Acuity/Hearing/Speaking:** Ability to communicate verbally with county employees.

Custodian (continued)

- (4) Physical Effort/Dexterity: Ability to perform moderate heavy manual work; lift and carry up to 50 pounds.
- (5) Environmental Factors: Work requires use of chemicals for cleaning and the handling of trash.
- (6) Work Schedule/Characteristics: Twenty-eight (28) hour workweek on a shift basis.
- (7) Requirements: Possession of a valid Colorado driver's license.

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