

# MARSHALL COUNTY, ALABAMA

## Job Description

### CUSTODIAN

**Department:** Maintenance/Courthouses

**Job Code:** 510

**Pay Grade:** 102

**FLSA Status:** Non-Exempt

**Reports To:** Custodial Services, Supervisor

#### JOB SUMMARY

The Custodian performs assigned housekeeping functions such as cleaning and maintaining County buildings. Sweeps, mops, vacuums, waxes, and buffs floors, as needed; cleans offices, dusts, empties trash and garbage cans, cleans glass doors; performs assigned tasks related to the cleaning of County buildings.

#### ESSENTIAL JOB FUNCTIONS

- Performs a variety of tasks according to an established schedule to ensure that County facilities are neat and clean at all times.
- Cleans door glass.
- Sweeps, mops, or vacuums floors and stairs, as needed.
- Cleans, damp mops, and sprays and buffs vinyl floors as needed.
- Strips, waxes, and buffs vinyl floors, as needed.
- Shampoos or steam cleans carpets, as needed.
- Dusts and cleans surfaces in corridors, lobby, cafeteria, offices, and courtrooms, including handrails, fire apparatus, and walls, vacuums drapes, as needed.
- Cleans and deodorizes elevators.
- Collects and disposes of all trash from offices and assigned areas; changes bags; ensures the removal of all trash from the facility, responsible for picking up and removing outside litter.
- Utilizes chemicals and disinfectants to clean and sanitize commodes, restrooms, and waste cans; replenishes paper products, soap, toilet tissue and supplies and cleans water fountains.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

#### QUALIFICATIONS

##### **Education and Experience:**

Work requires the ability to read and write and some knowledge of materials, methods and equipment used in janitorial work. Experience in commercial cleaning of buildings preferred.

##### **Licenses or Certifications:**

- None

##### **Special Requirements:**

- None

##### **Knowledge, Skills and Abilities:**

- Knowledge of generally accepted methods of commercial cleaning of buildings.
- Knowledge of products and equipment used in cleaning buildings.
- Knowledge of safety precautions and procedures associated with commercial cleaning.
- Ability to communicate effectively orally with co-workers, supervisors, and the general public.
- Ability to understand and follow simple oral and written instructions.

**PHYSICAL DEMANDS**

The work is heavy and requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force to move objects. Additionally, the following additional physical abilities are required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing at normal speaking levels, talking at a level to exchange ideas, kneeling, lifting, pulling, pushing, reaching, repetitive motion, mental acuity, speaking at a level to convey information, standing, stooping, talking at a level to be heard above ambient noise, and walking. Visual acuity at a level to determine accuracy and thoroughness of work assigned.

**WORKING CONDITIONS**

Work is performed in a relatively safe and secure work environment that may periodically have unpredicted requirements or demands. Work exposes the employee to hazards associated with cleaning and disinfectant chemicals, occasionally blood and sewage.

***Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or Personnel) Signature

\_\_\_\_\_  
Date

***Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.***