

## POSITION DESCRIPTION

<b>DEPARTMENT:</b>	County Operations
<b>POSITION TITLE:</b>	Custodian
<b>GRADE:</b>	3
<b>EMPLOYMENT CATEGORY:</b>	Regular Full-time
<b>STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Facilities Leader

**POSITION SUMMARY:** Under the direction of the Facilities Leader, keeps premises clean and orderly to include the Courthouse, Barton County Communications, 1300 Stone, and the Health Department, 1300 Kansas, all located in Great Bend, Kansas.

### HOURS VARY –

Shift Options include 2 pm – 11 pm or Split Shift– 6 am – 10:30 am, 3:30 pm – 7 pm

### FUNDAMENTAL JOB DUTIES:

#### CLEANING – Courthouse

##### Restrooms

- Cleans and disinfects sinks, commodes and urinals.
- Polishes mirrors, brass and chrome.
- Replenishes soap and paper products used.
- Wet mops floors.

##### Commons Areas

- Cleans and polishes water fountains.
- Cleans windows, doors and other glass and marble.
- Cleans and mops entrances, corridors, lounges, conference rooms, meeting room and stairways.

##### Offices

- Empties wastebaskets and dusts desktops.
- Sanitizes telephones.
- Removes hand and finger prints from filing cabinets, desks, counters and other surfaces.
- Dusts shelves, wall hangings, partitions, doors, railing, ledges, windowsills, blinds, furniture, books and fixtures.
- Dust mops floors.
- Spot wet mops beverage spots.
- Picks up paper clips and staples.
- Spot cleans and vacuums carpets.
- Turns off office equipment, appliances and radios.

##### General

- Disposes of trash in outside bin.
- Helps to clean all outside windows.
- Keeps mop closet and supply rooms clean and orderly.

#### CLEANING – Communications and Health Department

- Empties wastebaskets and dusts desktops.
- Removes hand and finger prints from filing cabinets, desks, counters and other surfaces.
- Dusts shelves, wall hangings, partitions, doors, railing, ledges, windowsills, blinds, furniture, books and fixtures.

- Dust mops floors.
- Spot wet mops beverage spots.
- Picks up paper clips and staples.
- Spot cleans and vacuums carpets.
- Cleans commons areas, to include the kitchen at the Health Department.

**OTHER**

- Delivers mail to the Post Office in Great Bend each day using a County vehicle.
- Takes down flag from flagpole.
- Locks entrances.
- Notifies Facilities Manager when equipment is inoperative.
- Does snow removal when necessary.
- Applies ice melt.
- May be required to stay later on evenings when meetings are being held.
- Other tasks as assigned.

**EDUCATION:** High school / GED diploma required.

*The position requires that the employee have no felony convictions and no misdemeanor convictions. Submission to a background check is a requirement of this position.*

**EXPERIENCE / SKILLS:** Prefer previous janitor experience or housekeeping skills. Must be able to read labels and appropriately mix and use cleaning chemicals.

**PHYSICAL REQUIREMENTS / ABILITIES:** Frequently stoops, bends or crouches for low cleaning. Occasionally climbs short stepladder for high cleaning. Pushes trash cart and supply caddy through building. Occasionally lifts boxes weighing up to 75 pounds.

**WORKING CONDITIONS / ENVIRONMENT:** Occasional supervision. Most duties are repetitive and related. Uses standard procedures. Unusual problems are referred with suggestions for solution. Continually uses dust and wet mops, mop bucket, vacuum and buffing machines. Works with chemicals and other cleaning agents. Works with all County departments and personnel.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_