

Pulaski County

Job Title: Part Time Custodian

Department: Custodial

Reports to: Building Supervisor where assigned

Supervision Exercised: None

Supervision Received: Work is performed under regular supervision in the by the supervisor assigned to that building.

Classification (FLSA): Non-exempt: Part-time 20-29 hours per week

Job Summary: This position is primarily responsible for performing a variety of unskilled, routine and manual work related to cleaning the county building(s) to which assigned. Maintains the appearance and functionality of building(s) in work performed according to a standard procedure for cleaning and maintaining public office buildings during scheduled hours of work during evening hours.

Job Requirements: Must have high school diploma or GED certificate or its equivalent in work experience and education; be familiar with and have knowledge of relevant cleaning/maintenance equipment and supplies used; have the ability to prioritize daily tasks; ability to read and interpret instructions/directions related to the use of cleaning/maintenance supplies and the operation of cleaning/maintenance equipment and tools; ability to make independent decisions based on good office cleaning/maintenance practices; have effective oral and written communications skills and the ability to be able to follow written/oral directions; have attention to detail; have the ability to plan ahead and anticipate problems; have good problem-solving skills; have good interpersonal skills and the ability to get along with co-workers; and have a positive attitude and good work ethic. Must have a valid Virginia driver's License. Be able to pass a drug test and background check.

Physical Requirements: Must be capable of physical work necessary to clean building(s) assigned. Must be able to lift, carry and/or handle boxes or materials weighing 25 to 100 pounds on a daily basis if needed. Must be able to walk, bend, twist, kneel, stoop, crawl, stand for long period of time, reach above head, feel, grasp, pull or push and do repetitive motions in carrying out cleaning duties. Have normal or corrected vision to work with cleaning equipment, tools and supplies where it is necessary to see details within eight feet. Must be able to hear normal and soft tones. Should be able to distinguish temperature by touch or proximity as well as distinguish smells. May be exposed to dust and odors in the process of cleaning building(s). Uses cleaning materials daily in cleaning buildings such as bathroom cleaner, furniture polish, air freshener, disinfectant, etc. that could be toxic if used incorrectly. May be exposed to biological hazards if assigned to certain buildings like the Health Department. There are no requirements on exposure to mechanical or electrical hazards other than the normal use of cleaning tools and equipment.

Job Duties and Performance Standards

- I. **Cleaning:** Under general supervision of building(s) supervisor(s) where assigned, performs a variety of routine cleaning/custodial and maintenance duties prioritizing tasks on a daily and weekly basis to keep building(s) clean, attractive and well-kept on a regular schedule using an efficient and effective schedule of cleaning.

A. Daily:

- Empties all trash cans within building(s) as well as cans at entrances to building(s). Takes trash to designated area for disposal and pickup by the Sanitation Department. If not able to dispose of on a daily basis, stores trash in a secure manner as possible and keeps it out of sight.
- Maintains a locked building when cleaning building(s) after hours of building(s) operation.
- Cleans all restrooms in building(s) including but not limited to commodes/urinals, basins, countertops, baby-changing stations. Mops all restroom floors using a disinfectant in mop water.
- Keeps all restrooms supplied with paper towels, toilet tissue and soap. Refill promptly when needed.
- Cleans/vacuums/sweeps all high-traffic floor areas of building(s) daily.
- Cleans all mirrors in restrooms, glass doors (both sides) and glass partitions in building(s).
- Cleans drinking fountains daily.
- Sweeps front and back entrances (porches).
- Shuts all doors that need to be closed at night prior to leaving building(s).
- Locks all doors that should be locked and cuts off all lights except night light when leaving the building(s) after cleaning daily.

B. Weekly:

- Orders supplies for building(s) when needed from Lead Custodian at the County Administration Building in order to have sufficient supplies on hand. Picks up all cleaning and paper supplies ordered in a timely manner from Central Supply Storage area.
- Maintains inventory of all cleaning and paper supplies.
- Cleans/vacuums/mops floor areas in staff areas, kitchen and meeting room(s) weekly
- Dusts/Cleans/Polishes all horizontal and vertical surfaces that can catch dust or gets dirty weekly including but not limited to wooden furniture (tables and chairs) and other furniture (couches), countertops, short bookshelf tops and all bookshelves weekly.
- Cleans window sills of dust, cobwebs and bugs weekly. Remove all cobweb buildup from corners, on walls, behind doors and over transoms (indoors and outside).
- Checks and washes door knobs, door frames, walls, and light switches for dust, dirt, stickiness and graffiti.
- Cleans, strips, waxes, polishes and buff tile and/or wood floors when needed.
- Spot-cleans or shampoos carpeted areas when/where needed. Notifies building(s) supervisor(s) when carpeted areas in building(s) need major cleaning/shampooing.
- Maintains and cleans equipment and tools by cleaning/replacing filters, keeping mop heads clean and replacing when needed, etc. and puts away equipment after using them. Reports any problems with equipment to Lead Custodian at the County Administration Building.
- Reports any lights out at the building(s) inside or outside; reports any problems with equipment or supplies to building(s) supervisor(s) or other problems.

C. Other Duties:

- Works hours as scheduled. Notifies immediate building(s) supervisor(s) and/or Lead Custodian at the County Administration Building when not available to work due to illness, medical appointments or vacation requests in a timely manner in order to schedule a substitute for the evening.
- Communicates regularly with building(s) supervisor(s) as to status of building maintenance/cleaning and any other problems.
- Maintains a clean, organized and safe work environment.
- Other duties as assigned, designated or required.

II. Professionalism and Confidentiality: Adheres to all county established policies and standards of conduct and those departments in buildings assigned.

- Reads, understands and consistently follows all county policies and standards and those of department(s) in building where assigned.
- Treats all county and building(s) staff and citizens in a polite and professional manner.
- Maintains proper level of confidentiality with all transactions/activities of building(s) staff and patrons/clients/customers.
- Actively participate as a team member to accomplish goals of County and departments in building(s) where assigned.
- Performs all assigned tasks within scope of designated authority.
- Adapts to changes that may occur or be required in a cooperative and pleasant manner.
- Has positive, professional attitude toward work assignments and work relationships.
- Accepts and conforms to established work schedule; responsible for staying aware of and adjusting to any/all schedule changes.

III. Training and Job Development: Responsible for continuing personal development and building knowledge of skills to improve job performance.

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems, ideas for improvement, and to updates on County plans and activities

IV. EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to a high school or diploma.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all county/building policies and procedures.

Employee: _____

Date: _____

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by management as required. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.