

Job Title: Custodian

Department: Building Maintenance

Report To: Head Custodian

Prepared By: DLB

Prepared Date: September .28, 2015

Summary: City offices in clean and orderly condition and provide general custodial service as required by performing the following duties

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Sweeps, dust, mops, scrubs, and vacuums hallways, stairs, and office space.

Empires tenants trash and garbage containers.

Maintains general supplies for restrooms, kitchens, etc.

Notifies management concerning need for repairs to lighting, heating, and ventilating equipment.

Cleans outside area including debris from sidewalk.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirement listed below is representative of thr knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Basic language skills are required for this position

Mathematical Skills

Basic mathematical skills are required for this position

Reasoning Ability

Ability to apply commonsense understanding to carry out detailed but uninvolved written oral instruction. Ability to deal with problems involving a few concrete variables in standardized situation.

Computer Skills

No computer skills are needed for this position

Certificates, License, Registrations

Must have a valid driver's license.

Other Skills and Abilities

Must be able to work with little to no supervision

Other Qualifications

Overtime alternative work schedules, and on-call duty may be assigned if needed.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl, The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee environment, while performing the essential functions of this job. Reasonable accomm

