



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Custodian</u>	NEW: <u>X</u>	REVISED: <u> </u>
<small>(Please check one)</small>		
REPORTS TO: <u>Lead Custodian</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>06/2019</u>
DEPARTMENT: <u>Housekeeping</u>	JOB CODE: <u>803</u>	

SUMMARY:

Under direct supervision, performs a variety of cleaning tasks including sweeping, scrubbing, waxing and polishing to clean and maintain the condition of assigned County building.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Cleans and polishes lighting fixtures, marble surfaces, and trim; cleans rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, locker rooms, and other work areas; sweeps, scrubs, waxes, and polishes hard floors.

Vacuums rugs, carpets, upholstered furniture and draperies; dusts furniture and equipment; polishes metalwork; washes walls, woodwork, windows, door panels, and sills; empties wastebaskets and cleans ashtrays.

Transports trash to waste disposal area; replenishes bathroom supplies and replaces light bulbs. Removes cans/bottles from offices to recycling bins.

Opens and closes by operating security alarm in buildings; replenishes cleaning supplies and materials; loads and unloads cleaning equipment, supplies and materials.

KNOWLEDGE AND SKILLS:

1. Basic knowledge of cleaning processes and techniques.
2. Basic knowledge of Boone County Human Resources policies and procedures.
3. Basic knowledge of safety rules governing the use of equipment and hazardous materials.

4. Skill in custodial cleaning techniques.
5. Skill in operating cleaning equipment and supplies.

PHYSICAL DEMANDS:

Position requires CONTINUOUS talking and hearing side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs, operate mechanical equipment; and performing work in unusual and sometimes difficult positions. Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors. FREQUENT squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50 lbs. from below waist to above shoulders and transporting distances up to 50 feet; sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate equipment controls, and other office equipment; pinch grasp to manipulate writing utensils.

WORK ENVIRONMENT:

May be exposed to wet/humid conditions, inclement outdoor weather, vibration, extreme temperatures, mechanical oils, airborne particles/fumes, moving mechanical parts, potentially hazardous bodily fluids, or potentially hazardous or cancer-causing agents/chemicals. Exposed to moderate noise levels. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

MINIMUM QUALIFICATIONS:

High School Diploma or GED and two years custodial experience.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.