



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>01/16</u>
DEPARTMENT: <u>Housekeeping</u>	JOB CODE: 803	

DEFINITIONS:

Under close 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 debris from lawns, sidewalks, and parking areas.

Opens and closes by locking and unlocking buildings; replenishes cleaning supplies and materials; loads and unloads cleaning equipment, supplies and materials.

KNOWLEDGE AND SKILLS:

1. Good knowledge of cleaning processes and techniques.
2. Some knowledge of Boone County Human Resources policies and procedures
3. 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.

MINIMUM QUALIFICATIONS:

High School Diploma or GED and two years custodial experience.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)