

Job description

JOB OVERVIEW

JOB TITLE	County Custodian
DEPARTMENT	General
LOCATION	P.O. Box 399 Bristol, Florida 32321
REPORTS TO	Joe Durden Maintenance Director

GENERAL JOB DESCRIPTION

The Custodian will ensure the buildings are tidy, clean and well-maintained. The Custodian will sweep, mop and vacuum floors, and dust surfaces. The custodian will clean walls, ceilings, windows and other surfaces.

DUTIES & RESPONSIBILITIES

The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- General cleaning of county buildings and keeping it maintained and in good condition.
- Vacuum, sweep, and mop floors.
- Cleaning and stock restrooms.
- Ensure doors are locked after hours.
- Clean up spills with appropriate equipment.
- Perform minor repairs.
- Notify supervisors or managers of major repairs.
- Collect and dispose of trash.
- Complete tasks in a timely manner with minimal supervision.
- Keep cleaning supplies in stock.
- Work with a contract cleaning service when necessary.
- Apply modern principles of hygiene.
- Performs other duties as assigned.

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties or requirements of this position.

REQUIRED EDUCATION & TRAINING/ LICENSE

- High school diploma or GED
- Valid Class E Driver's License
- Must have and maintain a clean driving record
- Must pass a pre-employment drug screen
- Successful completion of background screening & Pre-Employment Physical
- Self-starter with attention to detail
- Very good communication and interpersonal skills
- Must be available after hours for call backs after hours, weekends and holidays when necessary
- Previous custodial and maintenance experience preferred

SKILLS & ABILITIES

- Ability to manage your time efficiently.
- Work well when supervisors are not present.
- Ability to lift at least 25 pounds.
- Handle basic maintenance, building repairs, cleaning and other janitorial work.
- Basic math skills.
- Able to work safely with a variety of cleaning supplies.
- Able to use basic cleaning equipment.
- Ability to stand and walk for long periods
- Knowledge of different cleaning products and tools
- Knowledge of different cleaning products and tools
- Previous custodial and maintenance experience preferred
- Comfortable squatting, twisting, bending, and kneeling while using tools and performing maintenance tasks
- Ability to climb ladders and work from heights

WORKING CONDITIONS

WORK ENVIRONMENT	The worker is subject to inside and outside environmental conditions. Tasks may risk exposure to extreme temperatures, humidity, etc. While performing the duties of this job, the employee frequently works near moving mechanical parts; in high precarious places; and in outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.
HOURS / SHIFTS	40 hours per week.
BENEFITS	A comprehensive benefits package that includes health, dental, vision, retirement, paid leave etc.
COMPENSATION	\$20,800.00 annually
EMPLOYEE SIGNATURE	