

Custodian

Nature of Work

This is labor-intensive work maintaining the cleanliness of county owned facilities, common areas, grounds and offices for Maury County government. Activities associated with the job include daily cleaning activities, removing trash and other debris from facilities, cleaning and stocking bathrooms and cleaning common areas and hallways. Additional activities include maintaining an adequate supply of cleaning supplies and materials, cleaning windows and doors, replacing light bulbs, vacuuming carpeted areas, dusting surfaces and performing minor maintenance duties. The work is physically demanding due to excessive walking, bending and lifting. Job duties require experience with cleaning supplies, materials and practices, ability to interact successfully with co-workers and the public and the ability to consistently adhere to established policies, procedures and schedules. Job performance is evaluated by the Building Maintenance Supervisor through review of the general cleanliness and overall appearance of county owned facilities and grounds, ability to interact effectively with co-workers, clientele and the public and adherence to established policies, procedures and schedules.

Illustrative Examples of Work

- Sweeps, vacuums, and/or mops offices, bathrooms, hallways, restrooms and common areas on a daily basis.
- Empties trash cans and remove debris from common areas and grounds as necessary.
- Dusts and cleans counter tops, windowsills, tables and other surfaces as needed.
- Cleans up spills in the event of unexpected accidents.
- Cleans and sanitizes bathroom sinks, commodes and water fountains on a daily basis.
- Vacuums carpeted rooms and common areas according to established schedules.
- Assists with ordering and maintaining an adequate inventory of cleaning equipment and supplies and stocking bathrooms and closets with needed supplies, equipment and materials.
- Removes hand prints and cleans windows and glass doors.
- Moves all furniture and strips and waxes floors as needed.
- Cleans windows, mirrors and walls when necessary.
- Interacts with co-workers, vendors, clientele and the public to provide general assistance.
- Replaces light bulbs and performs other routine maintenance activities when required.
- Prepares facilities for special meetings and/or events and cleans up afterward.
- Performs related duties as required.

Necessary Requirements of Work

Ability to read and write at the eighth grade level, experience working with cleaning equipment and supplies, some experience working with the public; sufficient physical strength and agility to perform the physically demanding aspects of the job; ability to consistently adhere

to established operating policies and procedures and work schedules; or any equivalent combination of education and experience to provide the following knowledge, abilities and skills:

- Knowledge of safety procedures involved with cleaning supplies and precautions pertaining to the proper handling and disposal of cleaning chemicals (includes Materials Safety Data Sheets).
- Knowledge of cleaning materials, equipment, supplies and materials used in an institutional setting.
- Knowledge of floor maintenance practices and methods including the stripping and waxing of various types of floor surfaces including wood, linoleum tile and marble.
- Some knowledge of routine maintenance procedures involving public facilities.
- Ability to plan and organize daily activities to complete established work assignments and assist other staff when needed.
- Ability to react to emergency or unexpected events in a prompt and responsive manner.
- Ability to determine the overall cleanliness and sanitation of public facilities and address any identified deficiencies.
- Ability to consistently adhere to established operating policies, procedures and schedules.
- Ability to interact successfully with co-workers, vendors and the public.
- Skill in the operation of floor maintenance equipment including dust mops, vacuum cleaners and buffers.