

# Taylor County Board of County Commissioners

## JOB TITLE: Custodian County Extension (Part-time)

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EXEMPT (Y/N): No		UNION (Y/N):	No
Pay Grade 110	\$8.33	WORKERS COMP:	9101
LOCATION:	Various County Offices	DEPARTMENT:	County Extension
PREPARED BY:	Human Resources	DATE:	04/02/07
APPROVED BY:	Co. Administrator	<b>Edited:</b>	<b>10/1/14</b>

**THIS POSITION DOES NOT TAKE TANGIBLE EMPLOYMENT ACTIONS**

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### SUMMARY:

This is moderately heavy manual work in routine housekeeping and domestic tasks. Custodial workers do a variety of housekeeping tasks performed under general supervision. Primary responsibility is for the use of proper methods and materials in cleaning and otherwise caring for the building and equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Duties listed are not intended to be all encompassing or descriptive of all responsibilities for the position. Other duties are to be accomplished as assigned and required.

- Sweeps, mops, buffs and strips floors.
- Vacuums all carpets.
- Washes windows.
- Cleans water fountain.
- Dusts and polishes furniture.
- Dusts shelves.
- Sterilize keyboards, printer, copy machine.
- Washes toilets, restrooms, sinks and fixtures.
- Empties waste baskets.
- Cleans tables.
- Assists in setting up rooms, tables, and chairs.
- Cleans kitchen, refrigerator and microwave/ovens.
- Cleans storage areas.
- Sweeps and/or blows off sidewalks, porches, parking lots and walkways.
- Performs any other related work as required.

### QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION AND/OR EXPERIENCE:

High School diploma or GED. Must be 18 years of age.

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### **PHYSICAL DEMANDS:**

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to sit; use hands to finger, handle, or feel; talk and hear.
- Occasionally required to stand; walk; reach with hands and arms; and stoop, bend and kneel.
- Must be able to lift and/or move up to 50 pounds.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Workplace is in an office environment with occasional outside duties.