

PERRY COUNTY JOB DESCRIPTION

DEPARTMENT/POSITION Custodial Services / Part-Time Custodian

REQUIREMENTS Education n/a

Knowledge Working knowledge of custodial services

Physical Must be able to stretch, reach, bend over, push and pull loads.

Lift, carry and move equipment and supplies in a safe manner.

CLASSIFICATION X Classified Unclassified

OVERTIME X Eligible Ineligible

COMPENSATION X Hourly Salary

NORMAL WORK HRS various Start various End Days of Week Monday-Friday

SAFETY SENSITIVE Yes X No

DIRECT SUPERVISOR Custodian Supervisor

POSITION/S SUPERVISED none

ESSENTIAL FUNCTIONS Perform duties to provide care, cleaning and maintenance of county buildings,

furniture and fixtures. Follow all safety rules & precautions. Report equipment malfunctions and/or

maintenance needs to Supervisor.

GENERAL DUTIES Include but are not limited to:

Dust/wipe down furniture & fixtures; sweep, vacuum and mop floors; clean windows, glass & mirrors.

Clean all restroom surfaces: mirrors, sinks, counters, partitions, toilets, & floors. Stock paper & soap.

Empty & clean trash and recycling receptacles. Be able to lift 25 pounds.

Interact appropriately with co-workers, other private and public entities and the general public.

Expected to work as scheduled/required. May be required to flex normal work schedule.

SIGNATURE/DATE _____