

## CUSTODIAN

### General Statement of Duties

Performs responsible unskilled custodial work in the care and cleaning of Town buildings.

### Distinguishing Features of the Class

An employee in this class performs general housekeeping work in the assigned buildings. Work includes typical housekeeping duties in cleaning bathrooms, offices, hallways, kitchens, sweeping, vacuuming, dusting, emptying trash, etc. The employee is subject to hazards in maintenance work including working in inside environments and exposure to cleaning solutions, fumes, odors, dusts, and to noise in the operation of assigned equipment. Work is subject to the OSHA requirements on blood borne pathogens. Work is performed in accordance with established policies and procedures, supplemented by instructions under regular supervision of the designated supervisor and is evaluated by observation, inspection of completed work on a daily basis and feedback from the public and staff in building(s).

### Duties and Responsibilities

#### Essential Duties and Tasks

- Cleans bathrooms; scrubs lavatories and toilet fixtures and mirrors and replaces or restocks tissue and paper towel supplies and soap dispensers.
- Cleans kitchen and cook areas.
- Prepares and cleans parks rental areas and facilities.
- Cleans and buffs floors; strips and waxes floors occasionally.
- Vacuums public areas and offices and shampoos carpets occasionally; buffs and waxes floors.
- Cleans sidewalks, picks up trash outside, and empties trash.
- Dusts cabinets and furniture.
- Cleans glass doors and mirrors.
- Picks up trash by emptying trash containers and public areas, and replacing liners and straightens public areas.
- Uses tools and equipment such as vacuum cleaners, brooms, mops, and wringers.
- Replaces filters, light bulbs, etc. that may be broken or worn out.
- Picks up paper, mows and trims yards.
- Operates vacuum cleaners, ladders, push and riding mowers, trimmers, buffers, and other equipment.
- Notifies supervisor of supply needs or places orders; picks up supplies.
- Maintains records of chemicals used; keeps simple records of work activities.
- Follows safety procedures in performance of work.
- Inspects fire extinguishers.
- Hangs holiday decorations; raises and lowers flags
- Changes HVAC filters.
- Moves furniture or sets up rooms for meetings.

#### Additional Job Duties

- Assist Facilities & Grounds Maintenance Technician as needed.
- Performs related duties as required.

## Recruitment and Selection Guidelines

### Knowledges, Skills and Abilities

- General knowledge of cleaning methods, materials, and equipment.
- General knowledge of routine maintenance requirements of buildings and general grounds maintenance, and equipment used.
- Knowledge of potential hazards and appropriate safety procedures and equipment including MSDS sheets.
- Ability to keep simple records of work activities.
- Ability to identify cleaning needs and resolve with appropriate methods and supplies.
- Ability to perform manual labor requiring continuous physical effort.
- Ability to understand and follow instructions.
- Ability to establish and maintain an effective working relationship with peers, supervisor, and the general public.
- Ability to set priorities, work unsupervised and productively and meet deadlines.

### Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, listing, fingering, grasping, feeling, talking, hearing and repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds frequently; and/or up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned and to operate a truck and assigned equipment.

### Desirable Education and Experience

Graduation from high school and experience in custodial work; or an equivalent combination of education and experience.

### Special Requirements

Possession of a NC Driver's License.

### FLSA Status

This position is considered as an exempt position under the FLSA.