

CUSTODIAN

DEFINITION

We are looking for a responsible custodian to maintain and protect our facilities. The external and internal appearance of a building reflects on the occupants. It is important for a custodian, to be careful and thorough in working, cleaning and tidying the premises, as well as preventing vandalism. The ideal candidate will be experienced in a custodian role focused on building upkeep. They will have great physical endurance to cover a large space. A keen eye for detail and diligence are also imperative in custodial maintenance jobs. The purpose of this position is up keep of the McDonald County Courthouse, Sheriff's Office, McDonald County Health Department & other locally owned properties.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Commissioners and County Clerk.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES—Important responsibilities and duties include, but are not limited to the following:

Essential Responsibilities and Duties

1. Ensuring spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces.
2. Buff and wax floors.
3. Washing and sanitizing toilets, sinks and restocking disposables in restrooms & kept in working order.
4. Empty all trash receptacles as needed.
5. Clean the Health Department Building & other owned properties.
6. Clean individual buildings including vacuum/mop when needed, sweeping & cleaning hallways daily.
7. Take recyclable to proper bin.
8. Maintain outer premises by mowing/weed eating lawn properties.
9. Maintain cleaning of all entrances (doors & windows) on all properties.
10. Clean guttering.
11. Sweep out smokers' lounge.
12. Clean off/salt snow and ice.
13. Dust & sweep stairwells & windowsills as needed.

Other Important Responsibilities and Duties

1. Have basic communication skills.
2. Order all cleaning supplies.
3. Respond to repair requests quickly and with a professional manner.

4. Perform maintenance and minor repairs (replacing broken switches, fixing door handles, minor leaks etc.)
5. Report major damages and oversee repairs.
6. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Custodial and some maintenance abilities. Knowledge of use and maintenance of industrial cleaning equipment and appliances. Familiarity with basic landscaping and handyman practices.

Ability to:

1. Understand oral and written instructions.
2. Communicate effectively verbally and in writing.
3. Deal effectively and courteously with a wide variety of individuals.
4. The ability to lift up to 50 pounds regularly
5. The ability to safely climb ladders while carrying up to 40 pounds.
6. Reliable and able to work some weekends.

EXPERIENCE AND TRAINING GUIDELINES

High School Diploma or GED.

WORKING CONDITIONS

Environmental Conditions

Work is performed in an office setting. Possible exposure to environmental hazards or disease associated with public health working conditions.

Tools and Equipment

Lawnmower and commercial cleaning equipment.

Licensing/Certification:

Miscellaneous Requirements

1. Must successfully complete pre-employment substance abuse testing and physical.
2. Will be subject to random substance abuse testing.
3. Will be subject to e-verify and background check.