



VALLEY COUNTY JOB DESCRIPTION

Custodian

Department: Facilities

Reports to: Facilities Manager

Date Established: 10/1/2024

Date Revised:

FLSA Status: Non-Exempt

SUMMARY

Performs custodial maintenance duties, including emptying garbage cans, dusting, cleaning windows, mopping and polishing floors, vacuuming and cleaning carpets, cleaning and restocking restrooms, and other related work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Keeps buildings and property in clean and orderly condition;
- Performs routine custodial maintenance activities;
- Performs heavy cleaning duties;
- Sweeps, mops, scrubs, or vacuums floors;
- Gathers and empties trash;
- Scrubs, sanitizes, and supplies restroom facilities;
- Dusts furniture, walls, and equipment;
- Cleans windows, mirrors, and partitions with soap and other cleansers;
- Mixes cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions;
- Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures;
- Shampoos or steam-cleans carpets and rugs;
- Cleans and polishes furniture and fixtures;
- Manages inventory of cleaning supplies;
- Notifies managers regarding the need for repairs or additions to building operating systems;
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS

- Knowledge of standard cleaning methods and procedures;
- Ability to stand, walk, and bend for many hours;
- Ability to perform repetitive motion for long periods of time;
- Experience with using cleaning equipment, including vacuum cleaners, floor buffers, and cleaning solutions;
- Background in handling, mixing, and using cleaning chemicals;
- Ability to lift heavy objects and climb ladders;
- Ability to listen for understanding;

- Able to speak and articulate ideas in the English language;
- Ability to work as part of a team;
- Good judgment and problem-solving skills;

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use a ladder, work within tightly enclosed areas, handle chemicals and other cleaning materials, and manipulate tools. This position will use hands and reach with hands and arms. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus to comprehend written work instructions, work orders, dials, gauges, and to move through unfamiliar buildings and rooms. Sufficient clarity of speech and hearing abilities required by this position includes those which permit the employee to discern verbal instructions, communicate effectively in person and by telephone, and discern warning and safety alarms. While performing the duties of this position, the employee works in an indoor or outdoor environment where the noise level in the work environment is usually moderate.