

**POSITION DESCRIPTION**  
**COUNTY OF STEUBEN, INDIANA**

**POSITION:** Custodian  
**DEPARTMENT:** Maintenance/Community Center  
**WORK SCHEDULE:** 2:00 p.m. - 10:00 p.m., M-F or  
**JOB CATEGORY:** LTC (Labor, Trades and Crafts)

**DATE WRITTEN:** September 1995  
**DATE REVISED:** March 2000

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

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

Incumbent serves as Custodian for the Maintenance/Community Center Department, responsible for completing a variety of janitorial and cleaning duties.

**DUTIES:**

Maintains floors, including dust and wet mopping, stripping, preparing and waxing floors, and vacuuming carpets.

Cleans all assigned areas, such as offices, closets, meeting rooms, hallways, stair wells, entrances, elevators and break areas, including, but not limited to, emptying/cleaning ash trays, dusting, polishing furniture, walls, doors, benches and woodwork, cleaning floor mats, washing blinds, windows and window sills.

Cleans and disinfects assigned bathrooms, including, but not limited to, disinfecting and cleaning urinals, toilets and sinks, checking and refilling paper products and soap dispensers, washing walls and mirrors, sweeping and shampooing carpets, mopping floors and emptying trash cans.

Empties trash cans daily, including carrying trash to pick-up site, inserting clean liners and periodically cleaning trash cans as needed.

Maintains water heaters and heating and air conditioning equipment, including changing filters, checking gauges/dials, making minor repairs and reporting major repair needs to supervisor.

Maintains grounds, including picking up litter daily, clearing walkways and parking lots, spreading salt and shoveling/sweeping snow, mowing lawn, trimming and removing tree limbs, and removing leaves.

Performs carpentry, such as painting and patching walls, caulking windows and repairing furniture. Makes minor plumbing repairs, such as replacing faucets, unclogging toilets and repairing leaks. Changes light bulbs and makes minor electrical repairs, such as replacing light fixtures.

Opens/closes building at beginning/end of shift and periodically on weekends and evenings

as assigned.

Periodically moves office furniture to rearrange as requested, or to maintain floors.

Performs related duties as assigned.

### **I. SKILLS AND KNOWLEDGES:**

High school diploma or GED preferred.

Working knowledge of and ability to make practical application of basic janitorial and sanitation requirements for assigned areas of responsibility.

Working knowledge of applicable safety practices and procedures with ability to take proper precautions and assure safety of self, co-workers, County personnel and visitors.

Ability to understand and follow verbal instructions, work orders and product application directions, such as cleaning solutions.

Ability to operate all assigned tools and equipment, including mops, brooms, vacuum cleaners, hammer, screw drivers and pipe wrenches. Ability to operate various power tools and machinery, including lawn tractors/mowers, circular saw, table saw, grinder, and hedge clippers.

Ability to perform work on a ladder at various heights and comply with all safety requirements.

Ability to physically perform the essential duties of the position, including exerting sustained physical effort, bending, stooping, crouching, stretching, handling objects, prolonged standing/walking, climbing ladders, lifting/carrying objects weighing less than 50 pounds.

Ability to follow all personnel policies and rules of the organization.

Ability to work alone and with others in a team environment with minimum supervision.

Ability to effectively communicate with co-workers, other County personnel and visitors, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended and/or weekend hours.

### **II. RESPONSIBILITY:**

Incumbent works according to a daily work schedule, referring to supervisor unusual or unprecedented situations, such as major repair needs. Incumbent's work is reviewed through random checks. Errors in work are usually prevented through standard safety procedures and reference to posted instruction sheets.

### **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County personnel and visitors for the purpose of exchanging information.

Incumbent reports directly to Maintenance Supervisor.

**IV. PHYSICAL EFFORT:**

Incumbent's duties involve lifting/carrying items weighing under 50 pounds, sustained physical effort, bending, stooping, crouching, stretching, prolonged standing/walking, climbing ladders and handling objects. Although incumbent's work requires sustained physical effort, intense physical strain is not usually associated with normal operations.

**V. WORK ENVIRONMENT:**

Incumbent performs a majority of duties in the Community Center or outdoors, with exposure to dust, slippery surfaces, adverse weather conditions, moving parts, power tools and machinery and potentially hazardous cleaning materials. Incumbent periodically works on high ladders. Safety precautions must be followed at all times to avoid injury to self and others.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Custodian for Maintenance/Community Center describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

**JOB POSTING**  
**STEUBEN COUNTY MAINTENANCE/COMMUNITY CENTER**

**POSITION:** Custodian  
**WORK SCHEDULE:** 2:00 p.m. - 10:00 p.m., M-F, or  
6:00 a.m. - 2:30 p.m., M-F as assigned  
**JOB CATEGORY:** LTC (Labor, Trades and Crafts)

**DATE WRITTEN:** September 1995      **STATUS:** Full-time  
**DATE REVISED:** March 2000      **FLSA STATUS:** Non-exempt

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

Maintains floors, including mopping, stripping and waxing floors, vacuuming and shampooing carpets;  
Cleans all assigned areas, including dusting, polishing furniture, walls, doors, benches and woodwork, washing blinds, windows and window sills;  
Cleans and disinfects assigned bathrooms, checking and refilling paper products and soap dispensers, washing walls and mirrors, sweeping/mopping floors and emptying trash cans;  
Empties trash cans daily, including carrying trash to pick-up site, inserting clean liners and periodically cleaning trash cans as needed;  
Maintains grounds, including picking up litter daily, clearing walkways and parking lots, spreading salt and shoveling/sweeping snow, mowing lawn and trimming trees;  
Performs carpentry and makes minor plumbing and electrical repairs, such as repairing furniture, replacing faucets and light fixtures;  
Opens/closes building at beginning/end of shift and periodically on weekends and evenings as assigned;  
Periodically moves office furniture to rearrange as requested, or to maintain floors.

**REQUIREMENTS:**

High school diploma or GED;  
Working knowledge of and ability to make practical application of basic janitorial and sanitation requirements for assigned areas of responsibility;  
Working knowledge of applicable safety practices and procedures with ability to take proper precautions and assure safety of self, co-workers, County personnel and visitors;  
Ability to understand and follow verbal instructions, work orders and product application directions;  
Ability to operate all assigned tools and equipment, including mops, brooms, vacuum cleaners, screw drivers, pipe wrenches lawn mowers and power saws;  
Ability to effectively perform the essential duties of the position, including exerting sustained physical effort, bending, stooping, crouching, stretching, handling objects, prolonged standing/walking, climbing ladders, lifting/carrying objects weighing under 50 pounds;  
Ability to follow all personnel policies and rules of the organization;

Ability to work alone and with others in a team environment with minimum supervision;

Ability to effectively communicate with co-workers, other County personnel and visitors, including being sensitive to professional ethics, gender, cultural diversities and disabilities;

Ability to occasionally work extended and/or weekend hours.

**LICENSE/CERTIFICATION NEEDED:**