

SHAWNEE COUNTY, KANSAS
Position Description
Custodian

POSITION CONTROL NUMBER: Various

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position is responsible for the maintenance and the cleaning of the facility buildings and grounds. This position will utilize cleaning chemicals and equipment as required. Performs other duties as assigned. This position is supervised by the Safety Line Supervisor.

WORK PERFORMED

- 45% Area Management.** Responsible for the inspection, maintenance, and cleaning of an assigned area within the facility. Ensures and provides a wide variety of cleaning responsibilities within assigned area such as: trash removal, vacuuming, sweeping, dusting, cleaning windows, disinfecting bathroom facilities, polishing woodwork and stainless steel products.
- 30% Floor Maintenance.** Responsible for the inspection and maintenance of facility floors within assigned area. Inspects floors routinely to identify potential problems and ensures proper maintenance is implemented such as: stain removal, shampooing, stripping, waxing and buffing floors to a high gloss shine. Works closely with the Facility Division Manager in the request of flooring supplies, tile and carpet.
- 15% Caustics, Toxics, and Supplies.** Responsible for the inspection, inventory and delivery of chemicals and supplies to perform the necessary duties within assigned area. Frequently inventories department caustic and toxic stock levels and delivers necessary chemicals, hygiene supplies, food service utensils, soap and other requested supplies to the housing units, staff dining, medical unit and other areas as required. Inspects and stocks housing units and janitorial areas as requested. Participates in the routine ordering and purchasing of supplies and chemicals.
- 5% Equipment Utilization.** Responsible for operating a wide variety of cleaning equipment such as: buffers, floor washing machines, shampoo and stain removal machines as required.
- 5% Departmental Support.** Responsible for coverage in the absence of other custodial staff. Reports to emergency and incident locations as requested to provide necessary cleaning and proper sanitation of area. Participates in special events to ensure adequate cleaning receptacles and supplies are available.

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KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Janitorial equipment, supplies, and practices.

Ability to:

- Understand and follow verbal and written instructions.
- Communicate, both orally and in writing, using the English language.
- Perform manual labor.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting		X			Driving		X		
Pushing/Pulling			X		Bending			X		High Elevation		X		
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing		X			Lifting-80 lbs.			X		Around Moving Machinery		X		
ARMS					Carrying		X			Driving Automotive Equipment		X		
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes			X	
Lifting-80 lbs.			X		Twisting		X			Cramped Body Position	X			
Pushing/Pulling				X	Squatting		X			Sustained Positions		X		
Carrying			X		Turning		X			Noise Levels (Excessive)		X		
Throwing		X			LEGS/FEET					Electrical Hazards	X			
EYES					Walking				X	Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground		X		
Far Vision				X	Sitting			X		Work Below Ground		X		
Color Vision				X	Carrying		X			Irregular Surfaces	X			
VOICE					Climbing		X			Moving Objects			X	
Talking				X	Jumping	X				In High Volume Traffic				X
EARS					Turning			X		Exposure to Marked Changes in				
Hearing				X	Lifting-80 lbs.			X		Temperature and Humidity		X		

EQUIPMENT USED

Floor Stripper Machine
Floor Buffer
Host Carpet Cleaning Machine

Vacuum Cleaner
Hoover Steam Vacuum
Department Vehicles

Broom
Cleaning Agents
Mop

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MINIMUM QUALIFICATIONS

Completion of the eighth grade.

Must be 21 years old.

No felony convictions.

Valid Driver's License and eligible to operate a County-owned vehicle (HR-2013-2).

The following language only applies to those positions in which driving a County-owned vehicle is considered an essential function of the position (i.e. Supervisors, Maintenance, Court Transport and Auxiliary Transport, Corrections Emergency Response Team, and Training):

Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

Required to pass a background investigation, pre-employment physical and drug screen.

Required to lift eighty (80) pounds on a frequent basis.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 12/03
Revision History: 06/19