

SHAWNEE COUNTY, KANSAS
Position Description
Custodian

POSITION NUMBER: FM1008, FM1009, FM1010, FM1011, FLSA STATUS: N
FM1012, FM1013

POSITION DESCRIPTION

Under general supervision, this position is responsible for the maintenance and cleaning of 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 Director of Facilities Management.

WORK PERFORMED

- 65% 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. Report any maintenance items, burnt out lights or clogged drains/toilets to maintenance staff.
- 15% 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.
- 10% Outdoor Maintenance.** Picks up trash outside of the building. Assists in snow removal by maintaining front steps, walks and entrances.
- 5% 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, soap and other requested supplies to the assigned areas as required. 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: mops, vacuum cleaner, broom, buffers, carpet extractor, floor washing machines, shampoo and stain removal machines as required.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Janitorial equipment, supplies, and practices.
- Resilient floors and carpet care maintenance practices.
- Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.
- Knowledge of safety hazards and proper use of various powered cleaning machines.

Ability to:

- Understand and follow verbal and written instructions.
- Perform manual labor.
- Communicate effectively, both orally and in writing, using the English language.
- Use and understand Safety Data Sheets (SDS) for various cleaning and sanitizing chemicals.

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-50 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-50 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-50 lbs.			X		Temperature and Humidity			X	

EQUIPMENT USED

Personal Computer

Telephone

Vacuum Cleaner

Mop/Broom

Floor Buffers

Carpet Extractor

Floor Stripping Machine

Floor Scrubber

Hand Tools

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MINIMUM QUALIFICATIONS

- Must be 18 years of age
- Valid Driver’s License and eligible to operate a County-owned vehicle (HR-2013-2)
- 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.

PREFERRED REQUIREMENTS

- High School diploma or GED certificate
- Two (2) years’ experience in custodial work, or an equivalent combination of training and experience.

SPECIAL REQUIREMENTS

- Required to pass a pre-employment physical and drug screen.
- Required to lift fifty (50) pounds.

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: 07/21
Revised: 08/21