

# ASHLAND COUNTY

An Equal Opportunity Employer

Job Title: **CUSTODIAN** (Non-Exempt)  
County Office: Board of Commissioners  
Department: Maintenance  
Immediate Supervisor: Building Maintenance Superintendent

## **JOB RESPONSIBILITIES:**

Under general supervision, performs routine cleaning in all of the county buildings.

## **QUALIFICATIONS:**

- Must be 18 years old
  - Must have valid driver's license
  - High school diploma
  - Minimum one (1) year experience as a janitor
- OR
- An equivalent combination of education, training and experience
  - Must pass physical, drug screening, and background check

## **SKILLS AND ABILITIES TO:**

- Perform medium labor tasks: Bend, kneel, stoop, lift up to 50 pounds, stand for extended periods of time and climb ladders
- Maneuver vacuum cleaners, floor buffers and other cleaning equipment
- Mix, handle and use cleaning chemicals
- Interact with and respond appropriately to employees and the public
- Utilize utmost discretion in safeguarding confidential data handled, viewed or overheard in the normal performance of assigned duties
- Develop and maintain an effective working relationship with supervisor and coworkers
- Ensure the quality of work as measured against established standards

## **WORKING CONDITIONS:**

- Required to use personal protection equipment, when appropriate
- Exposure to indoor and outdoor elements

## **KNOWLEDGE OF:**

- Department practices and procedures
- Cleaning methods
- Employee training methods

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### ILLUSTRATIVE DUTIES - % of TIME

#### \*Duties to include, but not limited to:

#### 70% CLEANING

- Collects and disposes of trash
- Recycles paper, boxes and aluminum cans
- Performs basic floor care: Sweeps, mops and buffs tile and vacuums carpets and mats
- Dusts desks, chairs, tables, file cabinets, window sills, etc.
- Washes windows
- Scrubs, sanitizes and supplies restroom facilities
- Moves furniture, as needed, to perform cleaning tasks
- Orders cleaning supplies

#### 25% WORK SUPERVISION

- Supervises (included but not limited to) jail inmate workers, community workers
- Ensures effective communication of information to maintenance supervisor
- Ensures cleaning equipment is in working order and orders repairs as needed

#### 5% MISCELLANEOUS

- Locks and unlocks building, as required
- Attends meetings and serves on temporary committees, as requested
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training
- Performs additional duties and assignments, as requested

*An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.*