

DEPARTMENT: BUILDING & GROUNDS

POSITION: CUSTODIAN

REPORTS TO: AUDITOR

FLSA STATUS: NON-EXEMPT

Job Description Summary - Under general supervision of the Auditor, performs ongoing janitorial work for the County Courthouse, Law Enforcement/911 Center, and the County Engineer's Office Building.

Essential Job Duties - The following duties are performed in all the above-named buildings.

- Clean and sanitize restrooms using established practices and procedures.
- Clean/dust furniture, counters, woodwork, stair railings, window coverings, and any wall hangings; sweep, mop, buff, or vacuum floors and stairs; and empty/clean wastebaskets.
- When deemed necessary by the Auditor, wash walls, shampoo carpets, strip and refinish floors, and wash windows.
- Stocks supplies, such as toilet tissue, paper towels, soap, light bulbs, cleaning supplies, etc.
- Minimal yard maintenance - weeding and watering flowers. Minimal snow removal and application of ice melt.
- Perform other duties as assigned by the Auditor.