



Job Description

Position: Custodian
Status: Non-exempt/non-merit

Reports to: Sheriff, or designee
Date: April 2007

Primary Tasks:

Under the direction of the Sheriff or designee, the custodian will be responsible for cleaning and maintaining a tidy environment in the Sheriff's Administration Building areas.

Essential Functions:

Percent of Time:

95%

Essential Functions:

1. Duties to include, but not limited to:
 - a. Sweeps, mops, waxes, and buffs floors.
 - b. Vacuums and dusts; cleans windows; cleans rest rooms
 - c. Provides minimum security checks of administration building and individual office spaces to ensure windows and doors are closed and locked.
 - d. Inspects areas for safety hazards.
 - e. Keeps supervisor informed as to when to order custodial supplies and equipment.
2. Must be willing to perform other duties as required.

5%

Skills (S) & Knowledge (K) Requirements:

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| K | 1. Desire a high school diploma or equivalent and able to speak, read and write the English language; ability to speak Spanish a plus. |
| K | 2. Must be a U.S. Citizen at the time of the appointment and must be at least 18 years of age. Must successfully pass a thorough background investigation and may not have been convicted of a felony. |
| S | 3. Minimum qualifications include the ability to read well enough to understand and follow instructions related to cleaning solutions, equipment, and assigned duties. |
| S | 4. Desire one (1) year of experience performing cleaning duties in commercial office environment |
| S&K | 5. Must be capable of lifting up to 50 lbs in weight and able to bend, twist, turn, stoop, step-up and step-down as duties require. |
| S&K | 6. Desire experience in and knowledgeable of various cleaning techniques. |
| K | 7. Must be capable and skilled in operating various cleaning equipment. |

Personal Characteristics:

- Must be highly motivated and a self-starter.
- Strong communication skills and patient with others.
- Must possess strong people skills, be cooperative and foster a team oriented program.
- Must be non-judgmental and willing to work closely with individuals who have been incarcerated for unlawful actions.
- Must be respectful of others and non-discriminatory pertaining to race, color, religious creed, national origin, ancestry, age, gender, or physical or mental disabilities.
- Must have a positive attitude and willing to work a schedule that may be flexible in routine.

