

Job Description: PART TIME CUSTODIAN

Class No. 157
Position No. 516-8910
Pay Group: Hourly

Department: 516-Building Maintenance
EEOC Category: Service/Maintenance
FLSA: Non-Exempt

SUMMARY OF POSITION

Under moderate supervision performs general cleaning and manual labor to be performed in and around county buildings. Work may involve a variety of physical demands. This position requires being punctual, dependable, trustworthy and willing and able to work scheduled shift each day, and maintaining a congenial, helpful disposition while working closely with all department heads, county employees, and co-workers.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Building Maintenance Director. This is a non-supervisory position. This position has frequent contact with employees in other departments.

EXAMPLES OF WORK

Essential Duties*

Cleans and dusts windows, walls, doors, floors (including removing spots from carpets), water fountains, and furniture;

Vacuums rugs and carpets; shampoos carpet when necessary;

Cleans restrooms and replaces paper products;

Cleans, strips, waxes, and polishes floors as needed and instructed;

Empties and cleans waste receptacles and properly disposes of trash;

Sweeps, cleans, and mops interior areas of buildings and/or sidewalk and curb areas around buildings;

Pick up trash on or around buildings and disposes of it appropriately;

Polishes, buffs and wax floors;

Performs setup and takedown of tables and chairs; arranges conference rooms for special events; and

Performs such other related duties as may be assigned.

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

CLASS NO. 157 *(Continued)*

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities of perform the essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 50 pounds. Work is primarily conducted indoors. The noise level in the work environment is usually moderate. This position is frequently exposed to toxic or caustic chemicals.

This position has been identified with possible risk of exposure to blood-borne pathogens and/or other various hazards that require immunization against such exposure.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: equipment and chemicals used in custodial work.

Skill/Ability to: understand and follow verbal or simple written instructions, and ability to do strenuous work. This position must be able to follow directions on various cleaning chemical labels. Also, must be able to perform physical labor such as moving furniture and equipment, lifting, climbing ladders, etc.

ACCEPTABLE EXPERIENCE AND TRAINING

High School education or General Education Development (GED) certificate is preferred with up to 3 months experience helpful, but not required. Previous job experience is acceptable for custodial duties.

CERTIFICATES AND LICENSES REQUIRED

A valid Texas Driver's license is required. Employee must be insurable by Guadalupe County insurance company in order to operate county vehicles.

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

JOB DESCRIPTION FOR POSITION:

**157- Part Time Custodian
Building Maintenance Dept.**

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered “at will” employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee’s Personnel File.