

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Custodial Worker
Department: General
Revised : June 2014

Class : Service Maintenance
FLSA : Non-exempt

This job description supersedes any prior description for the Custodial Worker classification.

GENERAL DESCRIPTION

Manual work involving cleaning and minor maintenance work in and around County owned buildings.

Work, while performed independently most of the time, follows a well established routine and is done under general supervision of a supervisor who monitors work.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Sweeps, mops, scrubs, strips, waxes, and buffs floors and stairwells; dusts; vacuums carpet; washes windows; and empties trash.

Opens and closes buildings; turns lights on and off.

Cleans walks and grounds and mows lawns adjacent to buildings.

Orders cleaning supplies for a particular building.

Cleans restrooms and restocks supplies.

Checks lights and replaces bulbs as needed.

OTHER JOB FUNCTIONS

Raises and lowers flag at the beginning and end of day.

Sets up conference rooms for meetings or special events.

Moves furniture; puts up supplies.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of cleaning methods, materials and equipment.

Skill in handling mechanical equipment related to custodial care.

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Ability to follow simple oral instructions.

Ability to exercise care in the use of cleaning materials for different types of furnishings and building surfaces.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, running, bending, stooping, and lifting weights in excess of 150 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work may include operation of a motor vehicle.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if emergency arises.

MINIMUM EXPERIENCE AND TRAINING

A high school diploma or GED is required. Experience in janitorial or custodial work is preferred.

**This job description does not create an employment contract,
implied or otherwise.**