

## JOB DESCRIPTION

**Job Title: Custodian**

**Department: County Commission**

**Reports To: County Administrator**

This job description is based on an evaluation of the position at the time this description was written. This job description will change from time to time as tasks, organization and technology change. Accordingly, the employer reserves the unlimited right to revise all or any part of this job description and the essential functions of the job and to add or eliminate essential functions of any position. Designation of any job duty as an “essential function” is not intended as an assurance or guarantee that an employee has any right to perform the particular job duty, except as required by the employer.

### **QUALIFICATIONS:**

- High School Diploma or equivalent preferred.
- Prefer 1-3 years experience in the housekeeping industry.
- Prefers strong knowledge of housekeeping processes and procedures.
- Must be able to prioritize requests and assignments.

### **TEMPERAMENT:**

Employee must be a self-starter, able to prioritize work demands and be able to maintain a professional demeanor. Employee must be able to pay attention to detail and have the ability to work quick and accurate.

---

Effective Date: 5/10

Revision Date:

Review Date: 5/11

---

**Responsibility Area and Performance Standards**

(Evaluated with team member input)

Performance Rating\*

\* Performance Rating Key:

1 = Does Not Meet Standards, 2 = Meets Standards, 3 = Generally Exceeds Standards, 4 = Outstanding

1      2      3      4

40%

**ATTITUDE**

- Communicates positively and courteously with people throughout the Courthouse Complex.
- To provide superior service and safe service to citizens of the community.
- Strive to exceed the citizen’s expectation.
- Always be respectful to everyone.
- Provide the highest level of respect that co-workers, citizens and customers.
- Must change, adapt, follow through and communicate professionally.
- Set high standards, act ethically and professionally, dedicate ourselves to excellence.
- Seizing the opportunity to improve, being a wise purchaser and consumer of supplies.
- Honest and ethical treatment in all dealings.
- Consistently wears appropriate attire.
- Keeps work areas clean and neatly organized.
- Is flexible and take the initiative to improve performance.
- Expresses appreciation, offers compliments and encouragement
- Is a good team member
- Gives criticism to co-workers in private.
- Expresses your observation and suggestions in a way that promotes a positive outcome and avoids conflict.

--	--	--	--

<b>Responsibility Area and Performance Standards</b> (Evaluated with team member input)		Performance Rating*			
* <u>Performance Rating Key:</u> 1 = Does Not Meet Standards, 2 = Meets Standards, 3 = Generally Exceeds Standards, 4 = Outstanding		1	2	3	4
30%	<ul style="list-style-type: none"> <li>• <b>Correctly Completed Housekeeping Tasks in Areas Assigned:</b> <ol style="list-style-type: none"> <li>1. Thoroughly and consistently dusts all surfaces.</li> <li>2. Damp wipes surfaces.</li> <li>3. Thorough cleans restrooms.</li> <li>4. Monitors public restrooms several times daily.</li> <li>5. Correctly vacuums carpeted floors.</li> <li>6. Inspects room after cleaning.</li> <li>7. Inspects room after cleaning.</li> <li>8. Completes cleaning as scheduled.</li> <li>9. Understands usage rate and dilution rates for all chemicals being used.</li> <li>10. Utilizes correct scrubbing and burnishing pads.</li> </ol> </li> </ul>				
20%	<ul style="list-style-type: none"> <li>• <b>Correctly Completes Special Projects:</b> <ol style="list-style-type: none"> <li>1. Completes shampooing of carpeted areas using correct chemicals.</li> <li>2. Works with other staff to set up arrangements in a neat and orderly fashion.</li> <li>3. Consistently follows safety rules.</li> <li>4. Closely monitors conditions where work is being completed so as not to endanger anyone.</li> </ol> </li> </ul>				
10%	<ul style="list-style-type: none"> <li>• <b>Completes Miscellaneous Tasks:</b> <ol style="list-style-type: none"> <li>1. Washes windows assigned using correct chemicals.</li> <li>2. Washes walls assigned using correct chemicals.</li> <li>3. Collects trash.</li> <li>4. Assures equipment is clean and operable.</li> </ol> </li> </ul>				