



SAN JUAN COUNTY JOB DESCRIPTION

Job Title: Custodian-Part Time	Step: 1
Department: Maintenance	Grade: 1
Effective Date: October 2014	
Revision Date: February 2021	FLSA Status: Non-Exempt

General Purpose

The Custodian is responsible for performing custodial duties, minor maintenance and other miscellaneous duties in order to ensure that buildings and facilities are maintained in a healthy, safe and sanitary manner.

Supervision Received

Works under general direction from the San Juan County Maintenance Supervisor.

Essential Functions

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Clean blinds.
- Dust furniture, walls, machines, and equipment.
- Steam-clean or shampoo carpets.
- Strip, seal, finish, and polish floors.
- Monitor building security and safety by performing such tasks as locking doors after operating hours.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks on an incidental basis.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Perform other related duties as required.

Minimum Qualifications

Education and Experience

- Graduation from high school. (Preferred)
- Experience in above related duties.

Required Knowledge, Skills and Abilities

- Knowledge of standard cleaning procedures, chemicals, products and equipment.
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products.
- Knowledge of Workplace Hazardous Materials Information System.
- Ability to work under little supervision.

Special Qualifications

- Must possess a valid Utah Drivers License.
- Must pass a background check.
- Attend to emergencies when necessary.

Work Environment

The Custodian position is a physically demanding position. The incumbent must spend the entire time at work standing, walking, lifting heavy objects, operating heavy cleaning equipment. The incumbent is required to do a great deal of stretching and bending, often in awkward positions. The incumbent will work with dangerous and toxic cleaning products on a daily basis. Occasionally lifts, carries, pushes, pulls or otherwise moves objects weighing up to 25 pounds. Position requires driving to different locations throughout the County as needed. We are an equal opportunity employer and encourage women, minorities, and the disabled to apply.

