



TITLE:	Custodian	JOB CODE:	1214
PREPARED:	6/30/03	FLSA:	Non-Exempt
UPDATED:	4/30/14	REVISION #:	2

Summary: Under close supervision, performs custodial and housekeeping work for County offices, institutional buildings and facilities.

Distinguishing Characteristics: None.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes and buffs floors, carpets, furniture, etc; washes windows, walls, metal and woodwork.
- Dusts and cleans offices, institutional wards and/or other work and break areas; dumps garbage cans and relines cans with liners; picks up litter from around buildings and grounds.
- Cleans and sanitizes rest rooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, and light fixtures.
- Cleans rain gutters, sweeps roofs, sidewalks and walkways of ice and debris.
- Delivers supplies and runs errands; moves furniture and office equipment; sets up and tears down meeting rooms and facilities; paints various properties; and changes light bulbs and fluorescent tubes.
- Maintains records of work assigned and jobs completed.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of materials, methods and practices of building custodial operations.
- Knowledge of equipment safety procedures.
- Knowledge of County policies, procedures, rules, and regulations.
- Skill in operating custodial equipment.
- Skill in following verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- One year of experience in custodial and housekeeping operations.
- Blood Borne Pathogen certification.
- Possession of a valid State of Nevada Driver's license.

JOB DESCRIPTION

Custodian

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures.
- May be exposed to hazardous chemicals.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting heavy objects over 100 pounds.

Equipment and Tools Utilized:

- Special Equipment includes hand tools, vacuum, extractor and buffer.