



**CUSTODIAN**

CLASSIFICATION	A
RANGE	<b>\$18,001 TO \$26,530</b>
FLSA	NON-EXEMPT

**GENERAL STATEMENT OF DUTIES:**

Performs routine work involving the cleaning and maintenance of County buildings; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is repetitive manual work involving responsibility for the efficient cleaning of County buildings and the performance of maintenance work not requiring skilled personnel. Employees in this class apply specific procedures to recurring situations.

**EXAMPLES OF WORK** *(Illustrative Only):*

- Lock and unlock County buildings.
- Sweeps, mops, waxes and polishes floors.
- Vacuums and spot-cleans carpets.
- Washes windows and walls.
- Maintains supplies in and cleans restrooms to include all fixtures.
- Dusts, cleans and polishes woodwork, furniture, fixtures, and equipment.
- Requests cleaning supplies and equipment.
- Prepares quantities of cleaning and polishing materials appropriate for assigned tasks.
- Ensures safe and proper use of materials and equipment, such as chemicals, vacuums, buffers and carpet extractors.
- Collects office waste and disposes into outside dumpster.
- Empties and cleans waste and recycling receptacles.
- Picks up refuse from grounds.
- Moves and arranges furniture and equipment and sets up furniture for meetings or events.
- Notifies management concerning need for repairs.
- Checks heating and cooling systems for proper operation; reports defects.
- Assist maintenance workers when necessary.
- Provides customer service to County employees and visitors to County buildings.
- Performs other routine custodial tasks.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of cleaning methods, materials, and equipment and safe work practices; ability to use a variety of cleaning materials and equipment efficiently, effectively and safely; ability to follow oral and written instructions; ability to complete tasks according to schedule; good physical condition; ability to lift up to 50 pounds; ability to push and pull up to 50 pounds; ability to bend, squat and stretch repeatedly; ability to read and follow materials and equipment written user instructions; ability to work independently in the absence of supervision; ability to establish and maintain cooperative relationships with those contacted in the course or work. Must possess a valid Virginia Driver's License , have and maintain a good driving record.

**ACCEPTABLE EDUCATION AND EXPERIENCE:**

High School graduate or GED required. Related experience and/or training in custodial or building maintenance work, or equivalent combination of education and experience. Basic computer skills required.