



**CUSTODIAN  
JOB DESCRIPTION**

JOB TITLE: Custodian	CLASSIFICATION: Service/Maintenance	IMMEDIATE SUPERVISOR: Facilities Superintendent or Recreation Superintendent
PAY GRADE: 103	DEPT: Parks/Public Works	STATUS: <u>FT</u> <u>PT</u> EXEMPT <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

**JOB SUMMARY:** Performs custodial duties and minor repairs. Assists in sanitation control. Checks facilities daily for order and cleanliness.

**SUPERVISION EXERCISED:** Generally none. May occasionally supervise community service workers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs cleaning and janitorial duties, limited facilities maintenance, and minor, light repair work, including but not limited to bathrooms, carpets, trash receptacles, and kitchens.
- Reports needs for major repairs and maintenance work to Facility Supervisor/Superintendent.
- Keeps janitorial supplies room and area neat and orderly, and reports supply orders to Facility Supervisor/Superintendent.
- Assists with program and event set up and clean up (tables, chairs, trash cans, etc.).
- Assists in control of sanitation.
- Reports safety hazards found in the facilities to the Facility Supervisor/Superintendent.

**OTHER DUTIES:**

- Performs other related duties as required.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- High school diploma;
- Prefer some custodial or janitorial experience;
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Considerable knowledge of the basic practices of janitorial services.
- Ability to clean and maintain neat, orderly, and sanitized facilities.
- Ability to assist in preparing facilities for daily and special uses.
- Ability to maintain effective working relationships with other employees, and the general public.

**SPECIAL REQUIREMENTS:**

- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than 6 violation points on your license within the last 24 months.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, and use hands and fingers to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to climb, walk up and down staircases, balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distant vision, color and shades of color vision, peripheral vision, depth perception, and ability to adjust focus.

**TOOLS & EQUIPMENT USED:**

Vacuum cleaner, broom, floor scrubber, squeegee, mop, and associated equipment used in the routine cleaning and maintenance of facilities.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions, and is occasionally exposed to wet and/or humid conditions, vibration, dust, pollen, airborne particles, rain, traffic hazards, and temperature extremes. Employee is exposed frequently to toxic or caustic chemicals, fumes, dust, dirt, mildew, trash, and other organic materials. The noise level in the work environment is moderately noisy or loud when working in the facilities.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview and reference, background and DMV check; job related tests may be required. The Village is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

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