

CUSTODIAN

SUMMARY

Perform clean up and maintenance of the Courthouse and Correctional Center. Perform related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Department Head

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Clean and maintain assigned areas of the County buildings.
2. Clean floors and carpets according to established procedures.
3. May make minor repairs to equipment such as plugged toilets, replace light bulbs, replace electrical switchers, replace broken windows.
4. Clean and disinfect bathrooms.
5. Strip and wax floors annually.
6. Wash windows inside and outside.
7. Order cleaning supplies.
8. Set up tables and chairs.
9. Empty wastebaskets and put out garbage.
10. May assemble racks, tables, and other equipment.
11. May shovel snow and salt front walk.
12. Perform related work as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES, SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledges, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Knowledge of standard building cleaning procedures, practices and materials.

Knowledge of safety procedures and precautions involved in performing custodial projects and equipment operations.

Skill in operation of assigned vehicles/mechanical equipment/power tools.

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Ability to perform physical labor involving lifting, reaching, carrying moderately heavy objects, climbing to perform duties 1,3,5,9 and 10.

Skill in establishing and maintaining effective working relationships with fellow employees and the general public.

Required training includes completion of high school or equivalent and two years of related experience.

Experience in building maintenance would be beneficial.

A **valid** Michigan driver's license is required.