

## **CUSTODIAN**

### **DEFINITION OF WORK**

Employees in this classification perform a variety of custodial work in the care and maintenance of County buildings and facilities. Employees receive general supervision in the assigned daily activities. Special cleaning directions are received as needed. Employees sweep, mop, vacuum floors; wash walls, woodworks and fixtures; replenish restroom supplies as needed; police buildings to empty trash receptacles; pick up debris inside and outside of buildings; move and rearrange furniture; and may secure buildings after groups finish use. Work is performed under the general direction of a Custodian Crew Leader or other designated facilities supervisor.

### **EXAMPLES OF WORK**

Employees in this classification perform a variety of custodial and maintenance work to include dusting and cleaning desks and other furniture; sweeping, mopping, vacuuming, stripping, waxing and buffing floor surfaces; cleaning restroom areas and replenishing paper supplies and soap as necessary; cleaning windows, walls, woodwork, blinds, and light fixtures; emptying trash receptacles; depositing recyclable material in proper receptacles. Employees patrol buildings to inspect for safety or maintenance problems; addressing or reporting problems as necessary; sweeping sidewalks and walkways outside of buildings; policing grounds, picking up debris; and replacing burned-out light bulbs. In the absence of the Custodian Crew Leader, employees may open and secure buildings at start and end of work day and turn on and off lights at start and end of work day. Work is performed under general supervision and is evaluated through observation and discussion, and review of adherence to deadlines, directives, Department standards, policies and procedures, and proper judgment. Employees perform related work as required.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience:**

Completion of eighth grade and six months of work experience to include some janitorial duties in an office or commercial environment; or an equivalent combination of education and experience.

#### **Knowledge, Skills, and Abilities:**

Working knowledge of the standard methods, materials, and equipment employed in janitorial work; working knowledge of cleaning procedures and the use of cleaning materials; ability to perform medium physical work; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships as necessitated by work assignments.

### **SPECIAL REQUIREMENTS**

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

**ADA REQUIREMENTS**

Employees are subject to hazards associated with working in both inside and outside environments, in extreme hot and cold weather, and minimal exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, toxic agents, or pathogenic substances.

**PHYSICAL REQUIREMENTS**

Must be able to perform simple movements requiring moderate coordination, using switches, levers, handles, hand tools, etc.

Must be able to perform tasks involving the ability to exert moderate physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling.

Must be able to lift, carry, push and/or pull objects and materials of moderate weight (20-50 pounds).