

## **CUSTODIAN**

### DEFINITION

To perform a variety of custodial and cleaning work in the upkeep and maintenance of buildings; and to perform related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Cleans a variety of rooms, work stations and buildings.

Vacuums, sweeps, mops, waxes and buffs wood and tile floors.

Vacuums, clean spots and shampoos rugs and carpets.

Inventories and replenishes depleted restroom supplies.

Dusts, scrubs, washes and polishes desks, counters, walls, windows and fixtures.

Reports needed repairs and maintenance.

Picks up, empties and disposes of trash.

Checks, locks and secures buildings.

Operates power cleaning equipment such as buffers, polishers, vacuums, shampooers and sweepers.

### EXAMPLES OF DUTIES

Follows established routines of cleaning and takes care not to disturb office papers and materials.

May lead or assist community service workers, volunteers or other employees in cleaning and janitorial work.

LANE COUNTY  
Custodian (Continued)

MINIMUM QUALIFICATIONS

Knowledge of:

Chemicals, solvents and cleaning supplies used in the custodial care of buildings.

Safety equipment and procedures.

Cleaning processes, practices and routines.

Equipment used in cleaning.

Ability to:

Use, care for and maintain cleaning equipment.

Follow established routines.

Follow written and oral instructions.

Clean a variety of rooms and items in a timely and efficient manner.

Experience and Training

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Experience:

One year of responsible janitorial or custodial experience

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.