

DETENTION CUSTODIAN

DEFINITION

To perform a variety of custodial and cleaning work in the upkeep and maintenance of the Juvenile Justice Center; 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 and work stations in the Juvenile Justice Center, focusing on areas servicing secure programming.

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

Vacuums, cleans spots, and shampoos rugs and carpets.

Inventories, orders and replenishes secure program supplies, including clothing, linen, cleaning supplies, equipment, toiletries, household and maintenance items.

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

Reports needed repairs and maintenance.

Picks up, empties and disposes of trash.

Maintains security and safety of custodial supplies and equipment as well as secures doorways and passages in the secure areas of the building.

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

LANE COUNTY
Detention Custodian (continued)

EXAMPLES OF DUTIES (con't)

Maintains Material and Safety Data Sheets (MSDS).

Performs light maintenance such as painting, changing of light bulbs, changing of clock batteries, and changing of time.

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

May lead or assist program youth, interns, volunteers or other employees in cleaning, laundry and janitorial work.

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.

Methods, materials and equipment used in institutional cleaning.

Care, maintenance and use of equipment used in cleaning.

Methods and materials used for light maintenance, such as painting.

Security rules and regulations for a detention center.

Ability to:

Use, care for, and maintain cleaning equipment.

Follow established routines.

LANE COUNTY
Detention Custodian (continued)

Follow written and oral instructions.

Ability to: (con't)

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

Work effectively with disturbed or delinquent children and monitor their behavior with appropriate methods.

Withstand the physical strain of performing manual tasks for extended periods.

Plan and supervise the work of volunteers.

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:

Two years of responsible janitorial or custodial experience.

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

Title change and deminimus changes to reporting structure, duties and scope of classification approved by HR Manager 9/13/05.

LANE COUNTY
Detention Custodian (continued)

Deminimus change to duties approved by HR Manager 3/17/06.