



## BARNSTABLE COUNTY JOB DESCRIPTION

<b>Title:</b> Custodian	<b>Classification:</b> Barnstable County
<b>Department:</b> Facilities	<b>Grade:</b> ML-2
<b>Reports to:</b> Director	<b>FLSA Status:</b> Non-Exempt
<b>Effective Date:</b> May 2019	<b>Union Status:</b> SEIU

### DEFINITION

Custodial work relating to the care and cleaning of various Barnstable County Facilities; all other work, as required.

### SUPERVISION

Works under the general supervision of the Night Supervisor. Work is assigned daily, through oral and written instructions.

### JOB ENVIRONMENT

Most work is performed on-site at County facilities, with approximately two-thirds of the work occurring inside facilities and the balance outside. May be exposed to caustic chemicals or fumes, or extreme weather conditions. May be exposed to unpleasant work conditions when required to clean cells, restrooms and other areas.

Operates hand and power tools, light equipment, light trucks and cleaning equipment such as vacuums, rug shampoos, buffers and strippers.

Occasionally has direct contact with the public to answer questions and give information but contact is minimal.

Errors could result in injury to self and others, as well as damage to County property.

### ESSENTIAL FUNCTIONS

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

Collects and removes trash from buildings; puts appropriate material in recycle bins and trash dumpsters.

Cleans all bathrooms (sinks, toilets, mirrors) and checks and refills supplies daily.

Vacuums offices and mats, sweeps and vacuums staircases inside buildings; dry mops and wet mops floors and bathroom floors; cleans glass inside and outside the buildings, dusts offices,



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courtrooms and hallways. Conducts general cleaning of buildings, shampoos rugs, waxes and buffs floors; sanitizes surfaces.

Takes in, folds and stores flags, replaces light bulbs, and sweeps trash from around buildings.

Identifies problems and makes reports on "repair" sheet in Facilities Department, stores supplies in proper places.

May move heavy furniture such as desks, tables and chairs. Checks to ensure doors and windows are locked and secure.

Sets up for meetings and cleans up after meetings, turns off lights, shuts down building systems and locks buildings.

Performs similar or related work as required, directed or situation dictates.

### **RECOMMENDED MINIMUM QUALIFICATIONS**

#### **Education and experience**

High School education or equivalent, desirable; some experience in general custodial work.

#### **Special Requirements**

Valid Massachusetts motor vehicle operator's license

#### **Knowledge, Ability and Skill**

**Knowledge:** Hands on knowledge of custodial practices and equipment such as buffers, strippers and other cleaning equipment helpful. Knowledge of cleaning chemicals and their use desirable.

**Ability:** Ability to assume responsibility for assignments and assist other team members

**Skill:** Skilled at using cleaning chemicals, equipment and machines.

### **PHYSICAL REQUIREMENTS**

*The physical demands described 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*



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Moderate but constant physical effort is required in performing duties in the Facilities Department. Employee is required to listen and to use hands and reach with hands and arms at least two-thirds of each work shift; required to stand, walk, climb or balance and stoop, kneel, climb stairs, crouch or crawl. Frequently required to lift object weighing up to 30 pounds (trash bags) and occasionally required to lift object weighing from 60 to 100 pounds (boxes, desks and tables) when moving furniture. Must be able to use cleaning equipment.

*This 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.*

*Equal Opportunity/Americans with Disabilities Act Employer*