

CUSTODIAN

General Statement of Duties

Performs various semi-skilled tasks in the care and cleaning of town buildings.

Distinguishing Features of the Class

An employee in this class is responsible for performing custodial tasks necessary for the upkeep and cleaning of town facilities. Work may be performed independently or with the supervisor. Work is performed under the position's immediate supervisor and is reviewed for the ability to follow directions, complete assigned tasks in a safe and timely manner, and cleanliness and overall condition of the town's buildings.

Illustrative Examples of Work

Sweeps, mops, waxes, dusts, polishes and uses buffers on floors; operates carpet shampooers.

Empties and removes trash; removes recycling.

Unlocks buildings.

Cleans bathrooms and fixtures; re-stocks supplies.

Washes windows and walls.

Sets up and tears down equipment and furniture for special activities.

Blows and sweeps debris from surrounding walks and outside areas.

Picks up and delivers mail from post office; takes deposits to bank; completes other errands/courier service as assigned.

Operates paper shredder; bags paper and removes.

Replaces light bulbs.

Assists in set up for special town functions and activities.

Performs related duties as required.

Knowledge, Skills, and Abilities

Work requires general knowledge of building cleaning practices, supplies and equipment.

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Employee must have the ability to use building cleaning supplies and equipment economically and efficiently.

Employee must have the ability to understand and follow oral and written instructions.

Employee must have the ability to maintain effective working relationships.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

The worker is subject to both inside and outside environmental conditions.

The worker is subject to hazards such as exposure to chemicals.

The worker may come in contact with potentially infectious bodily fluids during the performance of his/her duties.

Desirable Education and Experience

High school diploma.

Special Requirements

North Carolina class C driver license.

Fair Labor Standards Act (FLSA) Status

Non-exempt

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