

**Houston County
Job Description**

Job Title: Custodian (M-Thurs, 10 am – 2 pm, Part Time, 20 hours per week)

Department: Houston County Sr. Citizen Center and Extension Office

JOB SUMMARY:

To perform cleaning and basic maintenance duties of the Houston County Senior Citizen's Center and Houston County Extension Office.

MINIMUM EDUCATION, EXPERIENCE, AND SKILLS:

High School graduate or GED

2 years' experience in custodial or janitorial work

PHYSICAL REQUIREMENTS:

Lift minimum 25-50 pounds

Able to climb 6 foot ladder and raise arms overhead

RESPONSIBILITIES AND DUTIES:

Wash Dishes and run commercial dishwasher

Use temperature and PH test strips on dishwasher, as directed

Assist kitchen workers with tea service (fill tea glasses with ice, move tea container)

Assist kitchen workers with heavy food dishes, as needed

Take delivery of janitorial supplies and bulk food

Clean counters and stalls of restrooms daily

Sweep, mop floors of Center daily, including lobby, restrooms and kitchen

Empty trash from offices, kitchen, dining room, activity rooms, and restrooms daily

Vacuum activity rooms and office minimum of once per week and as needed

Wash windows minimum of once per week and as needed

Replace paper goods in kitchen and restrooms as needed

Change air filters every 30 days

Change bulbs in fixtures as needed

Replace batteries in smoke detectors every 6 months

Run leaf blower over walk ways as needed

Other duties as requested