

# **HOUSTON COUNTY**

## **JOB DESCRIPTION**

**JOB TITLE:** Custodian

**DEPARTMENT:** Facilities/Maintenance

**LOCATION:** Houston County Courthouse

**PAY SCALE:** Group 13

**SUPERVISOR:** Facilities Administrator

### **JOB SUMMARY:**

Responsible for general cleaning duties required to keep up the appearance of the Courthouse, Courthouse Annex and other county facilities.

### **MINIMUM EDUCATION AND EXPERIENCE:**

High School Graduate or GED

1 Year wage earning experience in commercial custodial, janitorial, or related field.

### **RESPONSIBILITIES AND DUTIES:**

Sweep and mop floors

Clean restrooms

Clean windows

Clean and sweep sidewalks and entries

Pick up trash and dispose of it

Assist general public and county personnel

All other duties to be assigned

## **HOUSTON COUNTY**

### **JOB DESCRIPTION**

#### **PHYSICAL REQUIRMENTS:**

Ability to stand for long periods of time

Ability to lift objects up to 25 pounds

Ability to reach, bend, squat, kneel, raise arms over head

Ability to climb ladders

Ability to work in hot/cold conditions

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to operate cleaning equipment

Ability to follow instructions and complete assignments, with little or no supervision

Must possess good interpersonal skills

Must be responsible and punctual

Must have knowledge of cleaning chemicals and supplies

Must have knowledge of, and the ability to use any and all personal protective equipment (PPE) as required