

Custodian

Position Description

Status

Full-Time, Nonexempt

Compensation

Varies based on experience

Hours

40 hours a week/full time

Hours – Monday through Friday

3:30 p.m. – 11:30 a.m. (2nd shift)

Reports to

Deputy Facilities Director

Supervises

None

Position Category

Generalist

Summary

The Janitor position is responsible for maintaining a clean working environment for all staff and visitors, ensuring all areas are safe.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Sweeps, vacuums, mops, scrubs, waxes and polishes floors using industrial vacuum cleaners and scrubbing and buffing machines.
2. Sometimes using ladders, dusts and washes walls, cleans ceilings and dusts and polishes light fixtures. Washing windows inside and outside.
3. Moves cabinets, boxes, furniture, crates and equipment to clean areas. May remove stains from such surfaces as rugs, drapes, walls, and floors using chemicals and cleaning solutions.
4. Empties wastebaskets and removes other debris.
5. Cleans and disinfects sinks, faucets, urinals, stools, showers and other fixtures in restrooms. Restocks all restrooms with towels, tissue and soap.
6. May assign work to and supervise inmate trustees assigned to custodial tasks.
7. Performs minor repairs to mechanical equipment, plumbing and various other items.
8. Ensures proper use and storage of chemical cleaning products.
9. Conduct safety check to ensure all doors and windows are locked and building is secure before departure.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Work Environment

This job operates in a professional office environment. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Required Education and Experience

1. High school diploma or equivalent (G.E.D.).
2. Math skills necessary to measure chemicals and cleaning solutions and reading skills necessary to read instructions, safety materials and government regulations.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Hillsdale County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

For more information about duties and benefits, contact Earl Harris at e.harris@co.hillsdale.mi.us

Please send resume to:
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