

County of Berks

POSITION DESCRIPTION FORM

Position Title: Custodian (Part time)

Department: Facilities and Operations Reports T: (Title) Custodial Manager

Wage Category: Exempt Non-Exempt

EEO-1 Category: Service and Maintenance Union Classification: N/A

POSITION SUMMARY:

The custodian performs repetitive manual work requiring efficient performance of simple building cleaning and minor repairs. An employee in this class works under general supervision on routine recurring assignments, receiving specific instructions on each new or unusual assignment. The work is reviewed by inspection. Employee must be thorough and dependable. Does related work as required.

POSITION RESPONSIBILITIES:

Essential Functions

1. Sweeps, scrubs, waxes and buffs floors.
2. Washes windows and polishes floors.
3. Dusts woodwork, furniture and other articles.
4. Cleans, sanitizes and deodorizes restrooms and replenishes supplies.
5. Empties waste cans and ashtrays.
6. Replaces light bulbs, cleans and polishes brass and unclogs lavatories.
7. Vacuums carpets and upholstered chairs.
8. Reports needs for major repair.
9. Reports supply orders to supervisor.

Effective Date:

Revision Date: 4/2008

Reviewed:

The preceding examples are representative of the assignments performed by the position and are not intended to be all-inclusive.

Non-Essential Functions

MINIMUM EDUCATION AND EXPERIENCE:

1. Completion of formal education equivalent to the 8th grade.
2. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to read and write.
2. Knowledge of modern cleaning methods, supplies and equipment.
3. Ability to use cleaning supplies and equipment economically and efficiently.
4. Ability to understand and follow simple oral and written directions.

PHYSICAL DEMANDS:

Must be able to lift 30 lbs, bend, stoop, climb and reach.

WORKING ENVIRONMENT:

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This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION

Signature of Employee

Date

Signature of Supervisor

Date

Effective Date:

Revision Date: 4/2008

Reviewed: