



## County of Berks Position Description Form

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<b>Position Title:</b>	<u>Custodian (Part-Time)</u>		
<b>Department:</b>	<u>Facilities &amp; Operations</u>	<b>Reports To: (Title)</b>	<u>Custodial Manager</u>
<b>Effective Date:</b>	<u>April 2008</u>	<b>Revision Date:</b>	<u>September 24, 2019 November 19, 2020</u>
<b>Wage Category:</b>	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
<b>EEO-1 Category:</b>	<u>Service &amp; maintenance</u>	<b>Union Classification:</b>	<u>N/A</u>

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### 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.

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

#### ***Non-Essential Functions***

None.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Completion of formal education equivalent to the 8<sup>th</sup> grade.
- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to read and write.
- Knowledge of modern cleaning methods supplies and equipment.
- Ability to use cleaning supplies and equipment economically and efficiently.
- Ability to understand and follow simple oral and written directions.
- Able to handle stress.
- Physical presence in the Facility is required.

**PHYSICAL DEMANDS:**

Considerable physical activity. Requires heavy physical work; lifting, pushing, or pulling objects up to 30 pounds., bending, stooping, climbing and reaching.

**WORKING ENVIRONMENT:**

Work environment may involve some exposure to hazards or physical risks, which require following basic safety precautions. Also work may involve moderate exposure to unusual elements, such as dirt, dust, unpleasant odors, and/or loud noises.

*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.*