

## CUSTODIAN JOB DESCRIPTION

### ESSENTIAL FUNCTIONS:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Cleans and services assigned County buildings, facilities, and/or office areas.
- Dusts and polishes furniture, fixtures, and woodwork.
- Cleans windows, blinds, window sills, mirrors, and walls.
- Sweeps, mops, vacuums, cleans, waxes, and buffs floors.
- Vacuums and/or shampoos carpets and rugs; cleans stairways.
- Cleans and maintains restroom facilities; sanitizes toilets, sinks, and fixtures, unclogs drains and toilets.
- Monitors and restocks restroom supplies.
- Empties interior and exterior wastebaskets and recycling bins.
- Removes cobwebs from lights and ceilings.
- Cleans and maintains parking lot areas; sweeps sidewalks and entry ways.
- Performs minor maintenance on cleaning equipment; changes vacuum cleaner bags and belts.

### WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in and around County facilities and involves exposure to dust, dirt, hazardous materials, and cleaning chemicals; subject to standing, walking, bending, reaching, kneeling, crouching, performing manual labor, operating equipment, and lifting of objects up to 25 pounds.

### EMPLOYMENT STANDARDS:

- High School Diploma or G.E.D. equivalent
- One (1) year janitorial experience preferred.
- A valid Driver's License is required.

### KNOWLEDGE AND SKILLS:

#### Knowledge of:

- County policies and procedures.
- Regulations and standards governing janitorial activities.
- Occupational hazards and safety practices applicable to custodial work.
- Janitorial equipment and supplies.

#### Skills in:

- Performing a variety of janitorial tasks.
- Assisting in maintaining the County's facilities in a clean and sanitary manner.
- Safely handling cleaning chemicals and operating janitorial equipment.

- Establishing and maintaining effective working relationships with other County personnel.
- Communicating effectively verbally and in writing

Please send Resume and cover letter to: Perry County Commissioners  
212 South Main Street  
New Lexington, Ohio 43764

Or

[perryco@perrycountyohio.net](mailto:perryco@perrycountyohio.net)