



## CALHOUN COUNTY, ALABAMA JOB DESCRIPTION

### Part-time Custodian

**Department:** County Commission

**Reports to:** Custodian Supervisor

**Class:** Non-Civil Service

**Pay:** \$13.0383 an hour

**WORK HOURS:** Scheduled work will be performed Monday – Friday 4:30pm- 9pm. Occasional weekend, daytime, or evening work may be required.

Please send resumes to: [hr@calhouncounty.org](mailto:hr@calhouncounty.org) or apply in person in the Commission Office located:

1702 Noble Street, Suite 103 Anniston, AL 36201

**Note:** Statements included in this description are intended to reflect the general duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

### JOB SUMMARY

The Custodian Performs routine work such as: Moping, Sweeping, vacuuming, shampooing and spot cleaning carpets; removing trash in accordance with established procedures; cleaning, disinfecting and stocking paper and supplies in restrooms, offices, and county facilities.

### ESSENTIAL FUCTIONS

The following list was developed through a job analysis; however, it is not exhaustive, and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodation.

- Performs general cleaning and janitorial duties in the common areas of county facilities.
- Inspect restrooms for minor repairs such as unclogging pipes (toilets and sinks).

- Assists in cleaning and sanitizing restrooms, offices, breakrooms, and common areas.
- Performs limited ground maintenance such cleaning sidewalks and washing windows.
- Maintains a neat and orderly janitors' room; ensure cleaning and maintenance supplies are stocked.
- Assists in examining county facilities for safety hazards; reports deficiencies to lead custodian.
- Ensures compliance with county safety policies by wearing correct PPE while cleaning.
- Performs other related duties as assigned.

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

- Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.
- Detail-oriented and thorough.
- Ability to perform basic duties
- Ability to keep the county facilities clean and orderly.
- Ability to interact with facility staff while remaining professional, polite, and courteous.

### **ESSENTIAL ABILITIES**

Work in this class includes sitting, walking, bending, stooping, and lifting weights of approximately 65 lbs. or less unassisted and weights over 65 lbs. with assistance. Employees must be able to maneuver in tight places such as climb ladders, step over obstacles, step on and off machinery, etc. Employees may be exposed to hazardous materials.

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