

Hardee County, FL

JOB DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Custodian

Department: Facilities

Pay Grade: 101

JOB SUMMARY

The Custodian performs moderately heavy manual work in routine housekeeping and domestic tasks in County buildings and institutions. Instructions from supervisors are specific in nature and work is subject to inspection during progress and upon completion. Where employees do not work under continuing supervision, work follows as a well-established routine.

ESSENTIAL JOB FUNCTIONS

- Performs housekeeping tasks as assigned.
- Scrubs, mops, waxes and polishes floors; dusts and polishes furniture; cleans out vents; and washes window, woodwork, toilets, washrooms and fixtures.
- Changes trash and garbage cans; and cleans tables and washes floors.
- Sweeps parking lots and sidewalks.
- Performs unskilled maintenance and grounds work.
- Moves office and institutional furniture and equipment from place to place as directed.
- Runs errands and delivers and picks up supplies, etc.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Requires a High School Diploma or equivalent; and related work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Qualifications:

None.

Licenses, Certifications, or Registrations:

- Possession of or ability to readily obtain a valid driver's license issued by the State of Florida for the type of vehicle or equipment operated.

Knowledge, Skills and Abilities:

- Knowledge of the materials, methods and equipment typically used in custodial work.
- Knowledge of the use of proper methods and materials in cleaning and otherwise caring for buildings and equipment.
- Ability to understand and follow simple oral and written instructions.
- Ability to make minor repairs and adjustments to cleaning equipment.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required: balancing, climbing, feeling, grasping, handling, hearing, kneeling, lifting, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, and walking. Mental acuity is required for making rational decisions through sound logic and deductive processes. Visual ability is required to operate heavy equipment and perform activities specific to the job, such as viewing a computer terminal, observation of facilities or structures, and/or inspection involving small parts or operations of machines.

WORK ENVIRONMENT

Work is primarily performed in an office setting with a temperature-controlled environment, and occasionally outdoors in hot/cold or inclement weather. The employee is exposed to chemicals, solvents and oils. Work requires the use of protective devices such as masks, goggles, gloves, etc.

Hardee County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Equal Opportunity Employer

Hardee County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.