



## CUSTODIAN JOB DESCRIPTION

Job Title: <b>Custodian</b>	
Dept./Division: <b>Facilities</b>	Job Class Code: <b>1587</b>
Pay Grade: <b>111</b>	PCN: <b>1587002</b>
FLSA: <b>Non-Exempt</b>	Effective Date: <b>October 2007</b>
Representation Status: <b>Teamsters Combined</b>	Revision Date: <b>September 2025</b>
Reports To: <b>Lead Custodian</b>	

### NATURE OF WORK

Under close supervision, performs a variety of custodial duties on behalf of the Lewis County Facilities Maintenance Department.

### ESSENTIAL FUNCTIONS:

*The following duties are the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.*

- 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.
- Cleans up various types of spills.
- Moves office furniture and equipment; performs room set up.
- Changes light bulbs and lighting tubes; 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.
- Secures facility windows and doors at the end of assigned shift.
- Responds to emergencies during and after business hours including Blood Borne Pathogen (BBP) cleanups.
- Supervises inmate labor in the performance of custodial duties.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

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

**QUALIFICATIONS:**

**REQUIRED:** Education, experience, certifications, etc.

- High School Diploma or G.E.D. equivalent; AND one (1) year janitorial experience preferred.
- A valid Driver's License is required.
- Must be able to obtain a security clearance to work in secured areas.

**COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):**

**Knowledge of:**

- Janitorial principles and practices.
- 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 staff and County personnel.
- Communicating effectively verbally and in writing.

**Ability to:**

- Learn and follow County policies and procedures.

**Behaviors:**

- Regular, reliable attendance.

**Job Title: Custodian**

**Job Class Code: 1587**

As the incumbent in this position, I have received a copy of this position description.

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Employee's Name

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Employee's Signature

Date