



Baker County Board of Commissioners

Custodian Job Description

JOB OVERVIEW

Performs custodial duties at County facilities and grounds.

MINIMUM QUALIFICATIONS

High School Diploma

Or

An equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific competencies noted below.

CORE COMPETENCIES

- **Customer Commitment** - Proactively seeks to understand the needs of our customers and provide the highest standards of service.
- **Dedication to Professionalism and Integrity** - Demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the public we serve.
- **Organizational Excellence** - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations.
- **Success through Teamwork** - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

JOB SPECIFIC COMPETENCIES

- Knowledge of cleaning supplies, products, and equipment.
- Knowledge of safety procedures in use of cleaning supplies, products, and equipment.
- Ability to prepare and maintain records, logs, lists, and reports.
- Ability to effectively communicate verbally and in-writing.
- Ability to lift, carry, and move supplies, equipment, and furniture.

REPRESENTATIVE DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Dusts, polishes, moves, and arranges furniture.
- Sweeps, vacuums, mops, waxes, and polishes floors.
- Cleans and washes windows and mirrors.
- Cleans restrooms, and replaces supplies.
- Empties garbage cans and wastebaskets.
- Performs minor repairs and maintenance of cleaning equipment.
- Reports requirement for major repairs, adjustments, or replacements.
- Inventories, orders, and replenishes paper products, cleaning supplies and related equipment.
- Delivers supplies, related equipment, and runs errands, as needed.
- Opens and secures facilities, common areas, and grounds, as directed.
- Performs other related duties as required.
- Ability to work outside in a sub-tropical climate.
- Ability to stand for extended periods of time, kneel, bend and climb in the performance of duties.
- Reports to the Maintenance Department Supervisor

This classification description is not intended to be, nor should it be construed as an all inclusive list of the duties associated with a particular position. Management may require incumbents to perform job duties other than those contained in this document at any time.