



# County of York

## Custodian Job Description

<b>Position:</b>	Custodian
<b>Status:</b>	Part-time (16-20 hrs week)
<b>FLSA:</b>	Hourly / Union
<b>Rate of Pay:</b>	Grade 4 / \$13.75 hourly rate
<b>Reports to:</b>	Director of Facilities

### **Purpose of the Position**

The Custodian is responsible for performing custodial duties, minor maintenance and other miscellaneous duties in order to ensure that County buildings and facilities are maintained in a healthy, safe and sanitary manner.

### **Scope**

The Custodian reports to the Director of Facilities and cares for County facilities and equipment. Maintaining these responsibilities will help to ensure the health, safety and security of the public. This will require a flexible working schedule.

### **Responsibilities**

1. Clean and care for buildings and facilities in order to ensure they are maintained in a safe and healthy manner.
  - Clean offices, meeting chambers, bathrooms and other public spaces
  - Mop tile and concrete floors
  - Vacuum all carpeted areas
  - Dust all furniture and fixtures as required
  - Wash and disinfect all bathroom floors, toilets, hand dryers and fixtures
  - Clean all mirrors
  - Replenish toilet tissue and soap as needed
  - Empty all waste baskets and garbage cans
  - Place garbage in outside dumpster
  - Clean entrances and exits including glass, doors and hardware
  - Keep outside area near exit and entrance clear of snow, trash, paper, etc.
  - Clean, wash and disinfect drinking fountain
  - Wash all finger marks from walls, doors, hardware and glass
  - Perform and/or report minor maintenance repairs
  - Report damages and acts of vandalism
  - Wash and buff floors
  - Wash entrance and exit floors
  - Spot clean walls as necessary
2. Maintain storage areas of cleaning equipment, materials and supplies in a safe and orderly manner in order to ensure the safety of staff and the public.

- Secure storage areas
  - Maintain an adequate supply of cleaning materials and supplies
  - Restock supplies as necessary
  - Make note of the need for equipment repairs
3. Perform routine heating, electrical, plumbing, and carpentry repairs where license or professional certification is not required.
  4. Perform other related duties as assigned.

### **Knowledge, Skills and Abilities**

The Custodian will have an understanding of standard cleaning procedures, chemicals, products and equipment utilized. He/She must possess a working knowledge of the Workplace Hazardous Materials Information System. Have the ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products. Must be self motivated and have the ability to work with minimal supervision.

The Custodian will possess the following skills: team building, decision making, problem solving, effective verbal and listening communication skills and time management.

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Applications for this position can be picked up at the York County Management Building located at 149 Jordan Springs Road, Alfred, ME or on the County of York website:

[www.yorkcountymaine.gov](http://www.yorkcountymaine.gov)

All completed applications should be submitted to:

Linda M Corliss  
Director of Human Resources  
York County Government Building  
45 Kennebunk Road  
Alfred, ME 04002

Deadline for submitting applications is **June 20, 2014 at 3 p.m.**

York County Government is an Equal Opportunity Employer

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