

**Title: Custodian**  
**Department: Administration**  
**Division/Office: Facilities Management Office**



Grade 2104; Hourly position; Category: Classified; Job Code: CUST; Rev.:07/01/2021

**General Description**

The purpose of this position is to perform work in the care, cleaning and maintenance of County buildings.

This position works under close to general supervision by the Custodian Supervisor according to set procedures but determines how or when to complete tasks.

**Duties and Responsibilities**

*The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.*

- Sweeps, mops, waxes, and polishes floors.
- Vacuums and cleans carpets.
- Dusts and cleans furniture.
- Washes walls, windows, furnishings, and fixtures.
- Cleans and sanitizes restrooms, maintaining supplies.
- Collects and disposes of trash.
- Keeps inventory of cleaning supplies and reports low supplies to supervisor.
- Shelves supplies and transports materials.
- Performs related work as required.

**Minimum Education and Experience Requirements:**

High school diploma and one (1) year of experience in general custodial work.

**Additional Requirements:**

Good knowledge of building cleaning practices, supplies and equipment; ability to use cleaning supplies economically, efficiently, and safely; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

**Americans with Disabilities Act Requirements:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines,

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operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

**Special Certifications and License Requirements:**

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- May be required to pass standardized examination to determine basic knowledge, skills & abilities.

**Notices:**

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

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Employee Acknowledgement