

POSITION DESCRIPTION

POSITION TITLE: Custodial Worker

DEPARTMENT: Public Works

REPORTS TO: Building Foreman

MAJOR FUNCTIONS

Maintain the cleanliness, sanitization, and appearance and general upkeep of all city buildings, including, but not limited to, City Hall, the Police Department, Building C, the Public Works Building, and Public Restrooms.

JOB DUTIES AND FUNCTIONS

1. Dusting, sweeping, mopping & vacuuming. Removal of trash. Cleaning of sinks, microwaves, and refrigerators in kitchens. Cleaning & disinfecting of bathrooms. Stocking of paper products and soaps in kitchens and bathrooms. Cleaning of windows and doors
2. Sanitization of city facilities, including meeting rooms, offices, restrooms and other areas.
3. Removal of leaves and debris from entrances to city buildings and grounds
4. Preparation of meeting rooms with necessary chairs, tables and other items as needed. Cleaning of meeting rooms after use
5. Maintenance of a comprehensive cleaning schedule for city buildings
6. Minor building maintenance, including, but not limited to, touch-up patching and painting, scrubbing of floors, changing air filters, and changing of light bulbs.
7. Other duties as assigned.

MINIMAL JOB REQUIREMENTS:

- Graduation from a standard high school or possession of an equivalency diploma.
- Complete tasks in a timely manner with minimal supervision
- Ability to work well with others.
- Ability to understand oral instructions, read and write.
- Ability to communicate well with the public, supervisors, and other employees.
- Fingerprinting and ability to pass a background check.
- Possession of current Florida driver's license.
- Handle basic maintenance, building repairs, cleaning, and other janitorial work.
- Basic math skills.
- Able to work safely with a variety of cleaning supplies.
- Able to use basic cleaning equipment.
- Minimum one year experience.

PHYSICAL REQUIREMENTS:

- Ability and stamina to lift heavy articles and equipment weighing routinely up to 40 pounds.
- Ability to work in varying environmental conditions including natural heat and cold and harsh weather conditions.
- Ability to bend over, kneel, and stoop to do the required work.
- Ability to carry and move tools and equipment without assistance.
- Ability to work with cleaning products and chemicals.