



CITY OF FORT MORGAN Job Description

JOB TITLE: Custodian (part-time)

Exempt (Y/N):	Non-Exempt	Job Code:	21999
Salary Level:	6	Dot Code:	
Division:	Utilities	Department:	Inventory Control
Supervisor:	Inventory Control Manager		
Prepared By:	Human Resources	Date:	12/9/02
Approved By:		Date:	

SUMMARY

Under the supervision of the Inventory Control Manager performs general custodial services for buildings owned by the City of Fort Morgan.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Vacuum floors, steps and mats; wet mop tile floors.
- Clean & sanitize bathrooms, clean mirrors, wet-mop floors, disinfect & clean water fountains.
- Empty trash containers; restock paper towels, soap & toilet paper as necessary.
- Spot clean walls & carpet as needed.
- Wash coffee cups, coffee pots and appliances in break rooms. Clean and defrost refrigerators.
- Clean & disinfect public phones.
- Wash walls & partitions in bathrooms.
- Wipe cobwebs from walls, windows, doorways, fixtures and ceilings.
- Dust shelves, tables, chairs, desks and other flat services.
- Clean all offices.
- Wash Windows inside & outside.
- Clean high traffic areas of carpet.
- Clean light fixtures, heat registers, air return vents and fan covers.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS

Education and/or Degrees

- None

Experience and/or Certificates

- Minimum of one-year prior custodial experience.

Language Skills

- Ability to follow oral and written instructions. Ability to apply, interpret, and convey both oral and written instructions.

Reasoning Ability

- Ability to be self-directed and perform required functions with minimal supervision.

OTHER SKILLS and ABILITIES

- Considerable knowledge of standard custodial practices and equipment.
- Ability to effectively manage time and work production.
- Ability to perform duties with a high degree of confidentiality, accuracy & speed, independent judgment, initiative, teamwork, professionalism and consideration.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands to finger dexterity and handle or feel objects, tools or controls. The employee frequently is required to stand, walk and reach with hands and arms, to stoop, kneel, crouch or crawl, and is occasionally required to climb or balance. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is primarily conducted in-doors; the noise level is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature

Date