



Job Title:	Custodian
Department:	Part Time Property Management
Pay Grade:	301
FLSA Status:	Non-Exempt

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This position performs routine building cleaning, custodial supplies management, ground maintenance, and landscaping maintenance functions. Work involves performing basic ground maintenance; dusting furniture, polishing, stripping, waxing, mopping, cleaning the walls, getting the black marks off the floors, and cleaning restrooms/windows/light fixtures/kitchen appliances/gym equipment; and changing light bulbs. This position also sets up for events and delivers supplies.

ESSENTIAL JOB FUNCTIONS

- Performs general custodial duties, including cleaning, stripping, waxing, and buffing floors.
- Cleans buildings, offices, fitness rooms, gymnasiums (including walls and bleachers), classrooms, and laboratories
- Cleans windows and light fixtures; polishes furniture; cleans appliances; wipes down gym equipment; dusts; and cleans restrooms.
- Cleans microwaves, stoves, refrigerators, and kitchen cabinets and countertops.
- Driving to and from different locations within the Agency.
- Collects trash and rubbish inside and outside assigned building(s); picks up paper at sports fields
- Cleans air vents.
- Changes light bulbs.
- Cleans indoor/outdoor restrooms.
- Performs basis general ground maintenance.
- Assists in setting up/cleaning up for special events.
- Delivers supplies.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma or GED.
- One (1) year of related work experience in performing custodial work.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of building, cleaning practices, supplies, and ordering.
- Knowledge of building custodial services, landscaping, and grounds maintenance.
- Skill in using hand and power tools/equipment.
- Ability to follow oral and written directions.
- Ability to perform tasks according to established standards.
- Ability to complete assigned tasks with minimal supervision.

CERTIFICATION, LICENSE, AND SPECIAL REQUIREMENTS

- Must possess a valid Driver's License to drive an RCRC vehicle, and produce an acceptable 10 year driving record.

PHYSICAL DEMANDS

The work is light work and requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force to move objects; work may also require balancing, climbing, feeling, handling, distinguishing among sounds, kneeling, lifting, pulling, pushing, reaching, speaking, standing, stooping, and walking..

WORK ENVIRONMENT

Work is typically performed in a relatively safe, secure, and stable work environment. Requires working on weekends as assigned and being able to withstand exposure to various climatic conditions.

Ability to withstand exposure to various climatic conditions. Able to work weekends.

Richland County Recreation Commission has the right to revise this position description at any time, and does not represent in any way a contract of employment.