

Jessamine County Fiscal Court Job Description



Custodian

Location: Jessamine County, Kentucky

Department: Facilities Management

Type: Full Time

Salary Grade: 3 – 5 depending on experience
- \$14.73 to \$23.14

Reports to: Custodial Supervisor

Date Approved: Prior

Position Summary:

Under general supervision, performs custodial services to assure county offices and properties are properly maintained on a daily basis.

Key Responsibilities:

- Dusting (office furniture, doors, window sills, light fixtures, blinds, etc.), cleaning offices, cleaning floors (tile, wood and carpet), mopping, stripping and waxing floors, trash removal, cleaning restrooms, cleaning walls, cleaning all exterior glass doors and interior office glass (not windows).
- Collaboration with maintenance where required for facility upkeep
- Any other function required by the Director of Facilities or County Judge/Executive.

Working Conditions:

- While performing the duties of this position, the employee is exposed to cleaning agents and other chemicals covered under the Hazard Communications plan.
- While performing the duties of this position, the employee is regularly required to use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds.

Qualifications:

- High School Graduate or equivalent
- Valid Kentucky Driver's License in good standing and any requirements issued by state or local government.
- Will require candidate to complete Criminal Justice Information Services Security Awareness Training.
- Knowledge of safe and environmentally sound cleaning practices

Working Hours:

- Scheduled for 40 hours per week and overtime as needed.

Position is Non Exempt