

# KENDALL COUNTY CLASS SPECIFICATION

## CUSTODIAN

Job Code:

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### GENERAL SUMMARY

Under limited supervision, the purpose of the position is to perform routine cleaning tasks for Kendall County buildings. Employees in this classification are responsible for ensuring Kendall County buildings are clean and free of safety hazards.

### EXAMPLES OF ESSENTIAL FUNCTIONS

**Duties may include but are not limited to the following:**

Travels to County buildings as required to perform a variety of custodial tasks including sweeping, mopping, dusting, vacuuming, polishing, and wiping.

Ensures restrooms are clean and in working order.

Empties and disposes of trash in a proper manner as to comply with codes and regulations.

Ensures buildings and facilities are locked and secured after performing routine duties after hours.

Observes and informs supervisor of any safety hazards.

### EXPERIENCE AND TRAINING

Formal education that includes addition and subtraction and reading, writing, and speaking common English vocabulary; supplemented by three (3) months previous experience or training that includes cleaning in a commercial environment.

### LICENSES AND CERTIFICATIONS

Must possess valid driver's license.

### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

- Cleaning procedures and cleaning chemicals used for various buildings and facilities cleaning.

- Correct English usage and grammar.

**Ability to:**

- Communicate verbally and in writing so as to allow comprehension by receiving party.
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Communicate and interact with other county departments.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders.
- Use building cleaning equipment and chemicals.
- Operate a motor vehicle.
- Exert heavy physical effort involving objects and materials of 50 pounds and sometimes up to 100 pounds in various office environments.

Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.