



CITY OF INGLESIDE JOB DESCRIPTION

Custodian

Department: Recreation
FLSA Status: Non-Exempt
Effective Date: 05/13/2020
Pay Grade: 1

POSITION SUMMARY

Performs manual work cleaning and maintaining City buildings, grounds, and facilities, and related work as apparent or assigned. Work is performed under the close supervision of the Director of Parks and Recreation.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Sweeps, mops, and vacuums floor surfaces; spots and cleans carpet.
- Assists in maintaining inventory of equipment and supplies; ensures an adequate supply is available.
- Dusts office areas such as desks, copy machines, file cabinets, shelves, etc.
- Cleans and sanitizes restrooms including floors, walls, countertops, lavatories, fixtures, and toilets; replenishes paper supplies and soap, as necessary.
- Cleans windows, walls, woodwork, and light fixtures.
- Cleans meeting room facilities after use; replaces chairs and tables after cleaning.
- Performs cleaning of jail detention cells; performs laundry duties such as washing, drying, and folding blankets.
- Empties trash receptacles and replaces liners; cleans and washes trash receptacles as necessary; complies with all procedures regarding trash storage and disposal.
- Complete assigned health and safety courses to create a safe work environment

SUPERVISION RECEIVED AND EXERCISED

- Under the direction of the Director of Parks and Recreation
- Continuous supervision

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education – High school diploma or GED

Required Education	High School Diploma / GED
Required Experience	Minimal Experience
Combination OK?	Yes

Experience – Minimal Experience in janitorial work.

License or Certificate – Valid driver's license in the State of Texas.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- General knowledge of building cleaning practices, supplies, and equipment and ability to use them economically and efficiently.
- Ability to understand oral and written directions.
- Ability to read and write; physical ability to perform heavy manual work.
- Ability to work independently.
- Ability to establish and maintain effective working relationships with associates and the public.

Cleaning:	Sanitizing
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PHYSICAL DEMANDS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires standing, walking, using hands to finger, handle or feel and climbing or balancing, frequently requires sitting and reaching with hands and arms and occasionally requires stooping, kneeling, crouching or crawling and lifting;
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires operating motor vehicles or equipment and observing general surroundings and activities.
- Work occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Weight	10-25 lbs.
Environment	Moderate Noisy
Physical Activity	Moderate

Personnel and Policy Handbook section 3-C

“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Signature

Date