



# LARAMIE COUNTY

## JOB DESCRIPTION

**TITLE:** Custodian

**FLSA:** Non-Exempt

**DEPARTMENT:** Building Maintenance

**REVISED:**

### Summary:

Under close supervision, cleans all rooms, entrance ways, hallways and offices in assigned Laramie County office building areas.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Collects and removes trash in all offices and work areas.
- Cleans, dusts and wipes surfaces, such as desks, blinds, countertops, tables.
- Vacuums carpets and furniture using commercial type vacuum cleaners.
- Sweeps and mops floors in rooms and halls.
- Cleans and disinfects restrooms and fills dispensers.
- Identifies areas requiring maintenance, repairs, or additional cleaning.
- Performs other duties as assigned or required.

### Knowledge and Skills:

- Knowledge of cleaning equipment, supplies, and chemicals.
- Knowledge of general safety practices.
- Knowledge of how to perform manual tasks.
  
- Skill in using commercial cleaning products and equipment.
- Skill in safe operation of power cleaning equipment.
- Skill in following verbal and basic written instructions.
- Skill in following through with assigned tasks as instructed.
- Skill in establishing and maintaining effective working relationships with employees and the public.

### Minimum Qualifications:

May be required to work afternoon and evening hours.