CITY OF SUGAR HILL,
GEORGIA JOB DESCRIPTION

POSITION TITLE: Custodian

DEPARTMENT: Facilities

REPORTS TO: Facilities Manager

EMPLOYMENT STATUS: Part Time: Hours may vary and include weekdays, weekends and nights.

POSITION SUMMARY:

The PRIMARY function of the Custodian is to provide a sanitary, clean and appealing environment in City owned or operated facilities. This includes the routine cleaning of: restrooms, locker rooms, activity areas, hallways, dressing rooms, auditorium, offices, staircases, storage areas, doors, windows and other, in an efficient and effective manner.

POSITION DUTIES:

- Safely utilizes appropriate chemicals, supplies, and equipment to perform custodial care tasks
- Performs cleaning and janitorial duties, limited grounds maintenance and minor repair work
- Sweeping, vacuuming and mopping floors
- Use various floor care machines and other electronic equipment as necessary
- Remove stains from such surfaces as rugs, carpeting, walls and floors using various chemicals/solutions
- Clean and sanitizes toilets, showers & sinks in all restrooms throughout all facilities
- Empty all trash cans, replace liners, transports materials to disposal area
- Fill dispensers, restock disposables and replace light bulbs
- Keep Water Fountains clean and sanitary
- Maintain custodial care closets, tools and equipment in a clean, sanitary, and safe working condition
- At times uses a ladder to dusts and washes walls, ceilings and light fixtures
- Use the required personal protective equipment
- Secure facilities after operating hours by locking doors and setting the security alarm
- Maintain continuity between shifts by documenting cleaning actions; noting areas requiring additional care or monitoring
- Notifies supervisor of supplies needed, and reports items in need for repairs
- Performs other related duties as assigned

DESIRABLE QUALIFICATIONS:

Education and Experience

- Graduation from High School or possession of a GED
- Industrial or commercial cleaning experience preferred.
- Holds and maintains a valid driver's license

Knowledge, Skills, and Abilities

- Maintain a clean work area
- Shows initiative on the job
- Accepts criticism and accepts direction
- Follows standard methods, materials, and equipment used in the janitorial trade
- General familiarity with applicable codes
- Environmental and safety practices, procedures and standards
- Work on a shift basis, staggered work week, and be able to work unusual hours in emergency situations.

Considerable ability to:

- Communicate clearly and effectively in English in person, over the telephone and in public.
- Demonstrate sensitivity, tact, and excellent customer service while interacting with others.

Ability to:

- Work independently and take action on work-related issues
- Take direction and follow established policies and procedures
- Establish and maintain courteous and effective working relationships with those contacted in the course of work
- Work effectively as part of a group or team to achieve common goals
- Interpret and follow oral and written instructions
- Communicate clearly and effectively, both verbally and in writing
- Limited work outdoors and sometimes in unpleasant environments or weather conditions
- Lift and carry 25 lbs. of static weight
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties
- Effectively handle multiple priorities, organize workload and meet deadlines

The Custodian has a primary focus on providing superior workmanship in the cleanliness of city-owned facilities and equipment in the City of Sugar Hill by cleaning and maintaining city-owned assets and completing work in a timely manner. Must maintain professionalism and courtesy when exposed to stressful situations.

This job description for the Custodian position has been reviewed and approved by:

_____	_____
City Manager	City Clerk/Human Resources Dir.
_____	_____
Facilities Manager	Assistant City Manager

I, _____, have read this job description and understand the duties assigned and the expectations of my performance.

_____	_____
Employee Signature	Date