

**INGHAM COUNTY
JOB DESCRIPTION**

CUSTODIAN - YOUTH CENTER

General Summary :

Under the supervision of the Youth Center Director, cleans dining hall, kitchen, medical clinic, restrooms, classrooms, offices, hallways, and other areas of the Youth Center facility. Vacuums or mops floors, cleans and disinfects exam rooms and restrooms and performs related custodial functions.

Essential Functions :

1. Empties wastebaskets and removes other debris. Cleans baskets and changes liners. Removes trash from building.
2. Vacuums and spot cleans all carpeted areas. Moves furniture to prepare for vacuuming.
3. Cleans and disinfects sinks, stools and other fixtures in restrooms. Cleans and polishes drinking fountains and mirrors. Stocks restrooms with towels, tissue and soap.
4. Cleans sinks and floor drains in kitchen area and refills paper and soap dispensers.
5. Cleans and sanitizes bed in medical clinic and refills paper and soap dispensers.
6. Sweeps and sanitizes hard-surface floors. Periodically strips and waxes hard-surface floors. Operates buffer to clean and polish floors.
7. Spot washes all walls and doors. Wipes down window ledges, tables, desks, chairs, counter tops, chalkboards, computer screens, vending machines, appliances and telephones.
8. Cleans window glass, cleans air vents, cleans filter in dryer, fills chemicals for washing system, empties water container from air conditioner, and performs related custodial functions.
9. Takes inventory of cleaning supplies and paper products and orders supplies from County vendors as necessary. Stocks maintenance closet with paper towels, tissue, and other supplies from the storage area.
10. Conducts safety check before leaving each area, includes checking for any items or objects that could be of harm or used as a weapon.

Other Functions :

11. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications :

Education: Math skills necessary to measure chemicals and cleaning solutions and reading skills necessary to read instructions, safety materials and government regulations.

Experience: Prefer some prior housekeeping/custodial experience.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to lift, push and pull office furniture and equipment.

Ability to lift and carry bags of trash weighing up to 30 lbs. May require moving supplies weighing up to 50 lbs.

Ability to operate vacuum, buffer and other cleaning equipment.

Ability to reach and clean all areas of the Youth Center facility.

Walking throughout all areas of the facility.

Bending, stooping and crouching in order to clean various fixtures.

Working Conditions:

Works in cramped positions to perform some cleaning tasks.

Exposure to various chemical cleaning products.

Works in restrooms, clinic, and all other areas of the facility.