



---

**JOB TITLE:** Building Custodian

**DEPARTMENT:** Maintenance

**REPORTS TO:**

---

*Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.*

**SUMMARY OF JOB PURPOSE:**

This position is responsible for general cleaning to ensure cleanliness and orderly appearance of city facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Clean and disinfect restrooms.
- Clean and disinfect kitchen/breakroom areas.
- Restock paper items and cleaning supplies.
- Clean building floors by sweeping, mopping, scrubbing, steam cleaning, or vacuuming.
- Collect and dispose trash from offices and assigned areas. Empty and clean trash receptacles and replace liners in trash receptacles.
- Sweep outside building entrances.
- Dust furniture, counters, cabinets, baseboards, window ledges, and blinds.
- Clean and wipe down water fountains, walls, baseboards, doors, counters, mirrors, windows.
- Periodically strips floors of old wax, apply new wax and buffs.
- Empty outside ashtrays (if applicable).
- Replenish cleaning supplies.
- Notify the proper department about unsafe conditions or any concerns that needs repairs or maintenance.
- Perform other duties as assigned.

**QUALIFICATIONS AND SKILLS:**

- High school diploma or general education degree (GED) required.
- Willing to work overtime or non-standard hours as necessary.
- Basic knowledge of cleaning materials, methods, and equipment.
- Ability to climb, bend, reach, and stand for long periods of time.
- Ability to follow directions written or verbally.
- Must be able to manage time efficiently.