



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Custodial Worker	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Crew Leader - Custodial	GRADE/RANK: 7
	FLSA/ESSENTIAL STATUS: Non-exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs manual work in the care and cleaning of City buildings and facilities. Positions perform a variety of housekeeping and custodial duties inside facilities as well as in areas immediately outside facilities.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Uses cleaning and germicidal agents to sanitize sterilize and disinfect restrooms and public areas;
- Performs high/low dusting of window sills, chair rails, baseboards, HVAC registers, light fixtures, etc. Polishes furniture and cleans other items as assigned;
- Washes windows, walls, woodwork and blinds and other equipment and furnishings as needed;
- Vacuums carpets, and sweeps floors and stairwells. Shampoos carpets as required.
- Gathers and properly disposes of trash;
- Ensures recyclable materials are recycled, including paper, cardboard, bottles, cans and plastic items;
- Cleans restrooms and public areas. Cleans, sanitizes and scrubs toilets and sinks;

- Ensures restrooms are properly stocked with supplies including paper and soap;
- Sweeps, mops, waxes and uses buffer to clean and maintain floors;
- Replaces light bulbs and performs minor maintenance tasks;
- Cleans glass and window interiors as required;
- Reports major facility discrepancies and maintenance issues to Supervisor;
- Ensures public areas are safe for public access, i.e. wet floors properly identified and marked off;
- Opens, closes and locks City buildings. Ensures building security;
- Loads and unloads cleaning supplies and equipment;
- Assists in maintaining facility exterior as required, i.e. steps, snow/ice control, trash, etc.;
- Reviews Safety Data Sheets (SDS) weekly for changes to chemicals and properly reports and/or disposes of hazardous materials as required;
- Ensures adequate supplies are on hand and all custodial supply closets are clean and stocked and;
- Performs other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of commercial cleaning practices;
- Experience in cleaning of commercial facilities;
- Knowledge of commercial and industrial cleaning supplies;
- Skill in operation of manual and power cleaning equipment;
- Ability to follow instructions and work independently and;
- Knowledge of cleaning agents, (SDS) system and hazards material disposal.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Ability to read labels for information on cleaning products use and precautions, experience in commercial clean and use of products.

SPECIAL REQUIREMENTS:

Possession of valid driver's license issued by the Commonwealth of Virginia and a good driving record. Employee may be exposed to blood borne pathogens and use of cleaning agents and chemicals used in cleaning. May be required to work late nights, weekends and holidays depending on City activities and special events. May be required to wear specialized personal protective equipment for some cleaning situations. Position works independently without day-to-day supervision

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is physical work requiring the exertion of up to 30 pounds of force frequently to move

objects and up to 40 pounds to occasionally load equipment and move small furniture items. Position requires the ability to walk and stand for extended periods of time. Must be able to bend, climb steps, reach, push/pull hand carts, and lift objects. Work requires frequent bending, squatting, kneeling, climbing, and reaching above shoulders. Visual acuity is required for operation of machines, observing surroundings and activities and ensuring safe conditions.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position does not have supervisory responsibilities.

EXAMPLES OF EXPECTED DECISION MAKING:

Determines what cleaning agents are needed to work most effectively on problem areas; how to organize time to accomplish work assignments.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Custodial Worker will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: 2019