

# EASTLAND COUNTY

## JOB DESCRIPTION

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Position Title: Temporary Custodian      Department: Courthouse and Annex

Reports To: Building Maintenance Director      Salary Range:

Non-exempt, Full-Time Position

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**Position Summary:** Responsible for cleaning, maintenance and preservation of Eastland County Courthouse and Annex buildings and lawn.

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**Essential Job Functions (listing most important first):**

1. Perform daily custodial services for two buildings.
  2. Receive and inventory custodial supply deliveries.
  3. Stock custodial supplies weekly.
  4. Supervise community service and contractors.
  5. Plan, schedule and complete cleaning of offices..
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**Additional Job Duties:** Moving furniture in various offices, assisting employees with loading and unloading items, arranging furniture in meeting rooms, driving to purchase supplies and materials.

**EDUCATION** High school diploma, or equivalent

**EXPERIENCE** General custodial and minor repair experience preferred.

**REQUIRED SKILLS** Valid driver's license, ability to manage multiple activities at one time, ability to schedule daily activities and projects. Operable vehicle is required. Must be able to work Monday through Friday 7:30 a.m. to 5:00 p.m., or as needed for emergency situations. Clear pre-employment background check, drug screening and physical required/

**PREFERRED SKILLS** Stocking and ordering supplies.

**PHYSICAL REQUIREMENTS** Ability to lift up to 75 pounds, stand for long periods, walk, push lawnmower, climb ladder, reach, squat and go up/down stairs.

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### *LIMITATIONS AND DISCLAIMER*

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

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All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

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Employee's Signature

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Date

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Department Head Signature

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Date