

LOGAN COUNTY

JANITORIAL WORKER

General Statement of Duties: Performs a variety of janitorial work in the cleaning and maintenance of County buildings.

Supervision Received: Works under the general supervision of the Buildings and Grounds Supervisor.

Examples of Duties: The following examples of duties are intended to be illustrative only and are not intended to be all inclusive.

Opens, sets up, and closes assigned buildings, and meeting rooms for public use; ensures work areas are secure and locked upon leaving.

Empties trash containers and removes trash.

Sweeps and mops office and corridor floors; vacuums rugs and carpets; moves office furniture and other items as required.

Washes, sanitizes, deodorizes restrooms; maintains supplies of hand towels, toilet paper, and soap in dispensers; washes windows, mirrors and glass doors; empties trash containers.

Performs related duties as assigned and required.

Required Knowledge, Skills, and Abilities:

Knowledge of cleaning equipment and supplies.

Ability to communicate clearly and concisely orally.

Ability to perform minor maintenance.

Ability to follow simple written and oral instructions.

Ability to establish and maintain effective working relationships with others.

Education: No specific requirement.

Experience: No specific requirement. Some experience in care of buildings is desirable.

Necessary Special Requirements: None.

Complexity/Responsibility: The work is characterized by a variety of routine janitorial operations.

Scope of Interpersonal Contacts: Contacts are primarily with outside contacts, co-workers and supervisor giving and receiving routine information.

Equipment Used: Cleaning equipment such as mops and vacuum cleaners; cleaning supplies, liquids, powders, power scrubber, buffer, carpet extractor and wet/dry vacuum.

Physical Requirements:

1. Ability to conduct activities involving substantial standing and walking.
2. Ability to lift and carry burdens weighing up to 50 lbs., and push and/or pull other burdens weighing up to 75 lbs.
3. Ability to grasp and manipulate cleaning equipment and similar other tools and materials.
4. Ability to conduct activities involving climbing, stooping, kneeling/bending, crouching, crawling, twisting, and reaching on a frequent basis.
5. Ability to work with hands above shoulder height with a weight up to 10 lbs.
6. Ability to work with arms extended at shoulder height with a weight up to 10 lbs.
7. Ability to participate in routine conversation in person or via telephone.
8. Ability to distinguish small objects at near and far distances in conditions of bright or low light. Ability to distinguish color and depth, and see objects in a wide field of vision.

Environmental Conditions: The majority of the work is performed within an inside or protected environment. Incumbent experiences frequent exposure to odors, dust, poor ventilation and other hazards associated with janitorial activities.

Employee Signature

Date

Supervisor Signature

Date