

# City of Horn Lake---Utility Department

## Job Description --- Custodian Part Time

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### Purpose of Position

This job consists of routine work to maintain the cleanliness of an assigned facility and grounds under the supervision of the City Administrator.

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The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

### Essential Job Functions

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- Cleans buildings by sweeping, dusting, mopping, scrubbing, sealing, buffing, dumping trash cans, vacuuming, washing surfaces etc.
- Moves and stores furniture and equipment
- Requires extensive walking, stooping, pushing, carrying, climbing, bending and lifting
- Other duties as assigned

### Examples of Work

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- Clean bathrooms
- Dust
- Wash windows
- Scrub Walls
- Clean furniture
- Fill dispensers
- Move furniture
- Empty trash cans
- Floor maintenance – pick up trash, remove gum, vacuum, sweep, dry and wet mop, scrub, wax and buff
- Operate cleaning equipment – vacuum cleaner, scrubber, buffer, wet and dry mops, brooms

### Job Context

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The Custodian position is a part-time position of the Administration Department. The immediate supervisor for this position is the City Administrator. This position rarely requires night work, or shift work, and the applicant will rarely be on call. This position is 90% indoors with 10% outdoors. The applicant for this position must have a valid driver's license and completed high school or completion of a GED. The stress level associated with this position is low.

## **Knowledge, Skills and Abilities**

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### **Knowledge:**

- OSHA standards and regulations concerning employee safety
- Knowledge of operating instructions for cleaning equipment and accident prevention
- Federal and State statutes concerning the work of the department
- General functions and operations of municipal government
- Safety devices and protective equipment
- Operations and supplies related to the job

### **Skills and Abilities**

- Prioritize daily workflow
- Working knowledge of cleaning materials and equipment
- General cleaning of buildings and grounds
- Well motivated
- Ability to stand for long periods of time
- Ability to learn and practice acceptable cleaning methods
- Positive attitude
- Work well within public
- Work as a team member with other employees
- Meet specified or required deadlines
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Correct any conditions within the building or grounds that may be hazardous
- Develop, implement, and follow departmental and City procedures
- Performs other duties as assigned

**FLSA:** Non Exempt

**REPORTS TO:** City Administrator

**SUPERVISES:** N/A

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

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