



CUSTODIAN

Job Description

I. IDENTIFYING INFORMATION

JOB TITLE:	Custodian	WORK/PAY STATUS:	Part-time, Hourly
SUPERVISOR:	City Clerk	FLSA STATUS:	Non-exempt
		PAY GRADE:	2
DEPARTMENT:	Custodial	WORK SCHEDULE:	Varies; Per Supervisor
WORK LOCATIONS:	Various work sites & city hall		

II. PURPOSE STATEMENT

Maintains all City buildings including City Hall, Library, Community Center and ambulance/police garage. Work involves routine cleaning duties to ensure the premises is clean and orderly. Most work is performed independently. Some decision making and judgement is required.

III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Clerk
Communicates with:	
<i>Internally:</i>	All other city employees
<i>Externally:</i>	City Residents
Supervises:	None

IV. INDEPENDENCE, JUDGEMENT, & DECISION MAKING

The incumbent works under the general supervision of the City Clerk and closely follows department policies, procedures, and standards for assigned work tasks. At full performance level the employee is expected to exercise greater independence for initiating, prioritizing, and performing regular work tasks. The employee is also expected to review own work results to ensure quality standards are met.

V. ESSENTIAL FUNCTIONS

This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

- 1. Keeps Supervisor informed of all noteworthy matters.**
- 2. Performs duties and tasks associated with cleaning**
 - Vacuum, sweep, and mop floors. Dust and clean furniture, shelves, and equipment.
 - Clean restrooms and replenish supplies. Clean drinking fountains, kitchen, appliances, workroom sinks, countertop and other items and areas.
 - Wash windows, doors, walls and glass. Remove trash from wastebaskets and clean wastebaskets if needed.
 - Perform other tasks as assigned

VI. OTHER DUTIES & RESPONSIBILITIES

- Performs other related duties and tasks as apparent or assigned by Supervisor.
- May be subject to periodic drug-testing as outlined in city policies.

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES		
Knowledge of;	Skill in;	Ability to;
<ul style="list-style-type: none"> ▪ each duty category and task ▪ City and department policies & procedures as well as the Supervisor's directives ▪ City's and Department's organizational structure, operations, programs and activities ▪ applicable federal & state laws and city & county ordinances ▪ OSHA-required safety standards and department safety practices 	<ul style="list-style-type: none"> ▪ using tools, equipment, & machinery to perform work tasks with effectiveness and efficiency ▪ troubleshooting routine issues and problems, taking independent action, and using proper procedures 	<ul style="list-style-type: none"> ▪ attend employer-required training and satisfy learning objectives ▪ work independently and perform duties with consistency and uniformity ▪ lift/carry/move heavy objects weighing up to 25 pounds and heavier objects with assistance ▪ communicate with city residents as well as contractors/consultants and suppliers/vendors

VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED
<p>Machines, tools, and equipment regularly used: Vacuum, phone, cleaner, mop, broom, painting supply, cleaning supply, ladder, garbage bags and rags.</p> <p>Personal protective equipment can include: safety glasses, hearing protection, and gloves.</p>

IX. MINIMUM HIRING REQUIREMENTS
<p><i>Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.</i></p> <p><i>An equivalent combination of education and experience may be considered during the hiring process.</i></p>

X. WORKING CONDITIONS (summary only)
<p><i>Includes characteristics related to both the job itself and its work environment.</i></p> <p>The position has good working conditions in general, but is a diversified job required sustained mental effort related to public contact, organizational issues, planning and technical areas.</p> <p>The individual may encounter emotional strain or tension. There is sustained exposure to public contact, sitting, lifting and carrying.</p>

Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Clerk/Treasurer.)