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**JOB DESCRIPTION**

Job Title: Custodian

Department: Administration

Supervisor: City Secretary

**JOB SUMMARY**

This is a non-supervisory custodial duties position. To keep City Hall, Police Department, Library, Community Center in clean and orderly condition. Perform sweeping, vacuuming, mopping, washing windows, dusting, waxing and buffing floors. Performs some administrative functions within City Hall as work-load permits. Working hours vary dependent upon requirements for custodial duties.

**EXAMPLES OF WORK PERFORMED**

* Clean designated buildings floors by sweeping, vacuuming, mopping or scrubbing them.
* Clean windows in all buildings as needed
* Gather and empty trash
* Service, clean and supply restrooms
* Clean and polish furniture
* Stock and maintain supplies
* Follow all safety regulations
* Perform other job related duties as required
* Be courteous at all times

**EQUIPMENT/MATERIAL**

Janitorial equipment and other related items.

**WORKING CONDITIONS**

Normally works a 40 hours per week. Hours may vary depending upon custodial services required in the Community Center.

**PHYSICAL DEMANDS**

Requires physical strength associated with light labor.

**SKILLS**

Requires some knowledge of operation of janitorial equipment.

**NOTE**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this positon. They are not intended to be thought of as a complete list of all possible responsibilities, duties, and/or skills of all personnel so classified. The “performs other work as required or assigned” statement is to be understood that it may be necessary to expand an employee’s duties and/or responsibilities on a daily or permanent basis.

THE CITY OF LOS FRESNOS’ GOAL IS TO ENSURE CUSTOMERS RECEIVE THE BEST POSSIBLE EXPERIENCE.

Employee Signature Date

Department Head Signature Date

City Manager Signature Date

Revised: August 2017