

POSITION DESCRIPTION
CITY OF SYLVANIA
An Equal Opportunity Employer

Job Title:	Custodian	hourly (X) salary ()
Department:	Municipal Court	non-exempt (X) exempt ()
Immediate Supervisor:	Court Administrator	
Positions Supervised:	None	

JOB RESPONSIBILITIES:

Under the supervision of the Court Administrator, the Custodian is responsible for cleaning Sylvania Municipal Court Building and various maintenance duties. The Custodian will be responsible for maintaining appropriate levels of custodial supplies, operating janitorial equipment, utilizing cleaning chemicals and using appropriate tools in performance of duties. Must demonstrate an aptitude and command of all city-wide policies and initiatives.

QUALIFICATIONS:

All applicants must be at least 18 with a high school diploma or GED, have reliable transportation, a valid driver's license and must be able to pass a drug test and background check. Equivalent of one (1) year full time successful related work experience.

KNOWLEDGE and ABILITIES:

Ability to operate and maintain floor machines; scrubbers, vacuums and other custodial equipment; Capable of accepting supervision and promptly carrying out instructions; Previous knowledge of cleaning techniques and operation of custodial equipment; Ability to maintain confidentiality around various court documents; Ability to lift items of at least fifty pounds; Ability to stand/walk for up to 6 hours; Ability to work weekends, evenings and special events.

DUTIES: (The duties listed below are intended to depict tasks performed by this classification)

- * Clean and supply designated facility areas within the allotted time.
- * Restock consumables
- * Maintain custodial supply inventory and equipment maintenance in accordance with specified procedures.
- * Dust
- * Inspect/ review inventory supplies
- * Clean and maintain hard floors surfaces (resilient tile, quarry tile, concrete, and wood) by performing such tasks as sweep, dust mop, scrub, strip, refinish, spray buff and high-speed polish.
- * Clean and maintain carpets by performing such tasks as vacuum, remove stains, spray clean, extract, and apply carpet protector.
- * Collect and remove trash, recyclable materials and hazardous waste materials in accordance with specified procedures.
- * Dust and clean walls, doors, windows, interior and exterior glass, drinking fountains, and other horizontal and vertical above floor surfaces.
- * Clean, disinfect and stock rest rooms and locker rooms.

- * Report any damage and needed repairs to property.
- * Plan, implement and maintain records for projects and major cleaning tasks.
- * Performs meeting room set-ups, moving of furniture & equipment, etc.
- * May be responsible to carry out any other reasonable duties within the overall function of the job

SCHEDULE: This position will not exceed 27 hours per week with varying hours based on need.

Interested applicants should e-mail a letter of interest and resume to the Court Administrator, Christy L. Cole at: ccole@sylvaniacourt.com.