



TOWN OF SURFSIDE CUSTODIAN

DEPARTMENT: GENERAL SERVICES

NON-EXEMPT

GENERAL DESCRIPTION:

Routine manual work in the cleaning and upkeep of the Town Hall complex, Parks and Recreation Facilities and/or other Town Buildings. Work is performed under general supervision of the Administrative Staff.

ESSENTIAL JOB FUNCTIONS:

1. Empties trash cans. Keeps grounds clean of trash.
2. Cleans restrooms.
3. Completes thorough disinfection of Town buildings.
4. Sweeps, mops, buffs, and waxes floors. Vacuums offices and floors.
5. Reports any maintenance issues or concerns to the Supervisor
6. Performs minor unskilled maintenance work (e.g., changes light bulbs).
5. Use of cleaning or maintenance equipment.
6. Moves furniture and dusts.
7. Picks up and maintains cleaning supplies.
8. Sweeps and washes outside walkways.
9. Maintains dog stations
10. Set up for programs and/or meetings.
11. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of cleaning fluids and chemicals.
- Ability to prioritize tasks at hand.
- Ability to perform manual labor.
- Ability to perform work under limited supervision.
- Ability to work alone.
- Ability to work a flexible schedule.
- Skill in using simple hand tools.

EDUCATION AND EXPERIENCE:

High School graduation or possession of an acceptable equivalency diploma. One (1) year custodial experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Moderate (15 to 44 pounds) lifting and carrying.
- Acceptable vision (with or without correction).
- Pulling, pushing, and balancing.
- Walking, standing, kneeling, bending, stooping.

ENVIRONMENTAL CONDITIONS:

- Works inside and outside with: chemicals, solvents, oils, and moving objects.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revision History: 3/18/2008; 4/10/2012; 5/18/1207, 10/14/2019; 1/21/2021

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature:  _____