**JOB DESCRIPTION**

**Date Updated:** 6-27-22 **Position Title:** Assistant Custodian

**Department:** Building & Grounds **Supervisor:** Grounds Manager

1. **DESCRIPTION OF WORK**
2. **Job Summary**

To maintain the Human Services and Public Health Buildings and assist in the absence of the head custodian.

1. **Supervision Received**

General guidance and direction will be given from the Head Custodian.

1. **GENERAL DUTIES**

The following is a list of responsibilities for the position and is not intended to be a complete list.

1. Operate and oversee the heating and cooling systems
2. Clean restrooms
3. Vacuum
4. Empty garbage cans daily
5. Clean windows inside and out
6. Help with snow and ice removal of entry ways
7. Wipe down and disinfect Public Health
8. Plant flowers around the buildings
9. Help set up programs for Public Health
10. On call when problems arise (lost keys, power goes out, plugged toilets)
11. **JOB ESSENTIALS**
12. **Minimum Qualifications**
* Valid Driver’s License
* Knowledge of materials, equipment, and methods used in the cleaning and upkeep of buildings and grounds.
1. **Physical Demands**
* Ability to perform moderately strenuous manual labor
* Ability to lift 50 lbs. dead weight
* Occasional climbing, bending, stooping, and kneeling
1. **Working Conditions**
* Exposure to outdoor elements such as heat, cold, snow, rain, or ice
1. **Education & Experience**
* High School graduate or equivalent.
* Custodial experience and building maintenance preferred but will train

County department heads and supervisors reserve the right to amend the functions assigned this position, either temporarily or permanently, at any time as they determine the best interests of their departments. Further, employees may be assigned other or additional functions to fill-in during the absence of other employees or vacancies in other positions.

**Equal Opportunity Employer:**

The employing agency does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services and complies with the provisions of North Dakota Human Rights Act.