

BOARDMAN TOWNSHIP
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title:	Custodian	Name of Incumbent:	
Office/Division:	Administration	Employment Status:	Part-Time
Reports To:	Township Administrator	FLSA Status:	Non-Exempt

QUALIFICATIONS (An Example of Acceptable Qualifications):

High school or GED equivalent with ability to communicate effectively in written or verbal format; supplemented by knowledge of janitorial work or any combination of relevant education or experience.

LICENSURE OR CERTIFICATION REQUIREMENTS

None

MINIMUM ACCEPTABLE CHARACTERISTICS (*Indicates Developed After Employment)

Knowledge of: Township goals and objectives as related to position;* Township policies and procedures as related to position;* safety practices and procedures; general housekeeping practices;

Skill in: use of housekeeping equipment; light equipment operation.

Ability to: carry out instructions in written, oral, or picture form; perform basic addition and subtraction; complete routine forms; communicate effectively; recognize safety warnings; work alone on most tasks; utilize cleaning materials; travel to and gain access to work site.

ESSENTIAL FUNCTIONS OF THE POSITION (For purposes of 42 USC 12101)

1. Maintains cleanliness and sanitation of Township buildings (e.g., dusts surfaces of furniture and counters, railing, baseboards, etc.; empties wastebaskets; sweeps and mops floors; vacuums; cleans windows; waxes and polishes floors; operates buffer, power scrubber, wet-dry vacuum and carpet shampooer; etc.).
2. Cleans and sanitizes restroom areas in Township buildings (e.g., cleans and disinfects sinks and toilets; applies chemical cleaning agents; cleans windows; mops floors; empties trash; restocks toiletries and paper products; etc.); reports need for equipment repair to maintenance supervisor; documents restroom cleaning on form.
3. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
4. Demonstrates regular and predictable attendance.

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OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as assigned.

EQUIPMENT OPERATED (The Following Are Examples Only and Are Not Intended To Be All Inclusive)

General cleaning supplies such as broom, vacuum, mop, duster, floor buffer.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Works with and around cleaning chemicals and fluids; is exposed to dust, dirt, and fumes; is exposed to noise and traffic; may occasionally lift and move moderately heavy objects.

SUPERVISION RECEIVED: Reports directly to Township Administrator.

POSITIONS SUPERVISED: None.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (*employee*) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted: _____
Date Revised: _____

Developed by:
Clemans Nelson & Associates, Inc.

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