

**LYON COUNTY, MINNESOTA
POSITION DESCRIPTION**

Position Title: Part time Custodial Worker

Department: Maintenance

FLSA: Grade 4 - Non exempt

Reports To: Facilities Manager

PURPOSE OF POSITION: The purpose of this position is to provide general custodial services to County buildings and grounds. Duties include, but are not limited to: cleaning buildings and performing additional tasks as assigned by the Facilities Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Maintains the cleanliness of County buildings; performs general cleaning duties such as sweeping and mopping floors, vacuuming, cleaning restrooms, locking and unlocking doors, washing windows, dusting counters, desks, and filing cabinets, emptying wastebaskets, and cleaning drinking fountains.

Locks and unlocks doors; restocks toilet paper, hand towels, soap, and trash bags.

May remove snow, ice, and trash from around entryways to buildings.

Utilizes various machines and equipment in the delivery of service, such as mops, brooms, carts, vacuum cleaner, floor buffer, carpet shampooer, snow shovel, and hand tools.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

High school diploma, or GED.

Physical Requirements:

Must be physically able to operate a variety of machines and equipment, including, but not limited to: vacuum cleaner, floor buffer, carpet shampooer, snow shovel, and hand tools. Must be physically capable of walking, crawling, crouching, stooping, kneeling, pushing, pulling, lifting, and carrying relatively heavy objects. Physical demand requirements are at levels of those for moderate or heavy work.

Interpersonal Communication:

Requires the ability to communicate with people to convey or exchange professional information, give or receive instructions.

Environmental Adaptability:

Work is performed in an environment with regular exposure to a number of undesirable conditions: noise, dust, fumes, moving parts, electrical shock, burns, steam, hot water, and toxic agents.

Accountabilities Shared by All Employees

1. Performs job responsibilities in a manner consistent with the County's vision, mission and values.
2. Implicit in the employer-employee relationship is the right of Lyon County to rely upon the presence of the employee during assigned hours of work and the obligation of the employee for timely and regular attendance.
3. Develops and maintains a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
4. Develops respectful and cooperative working relationships with co-workers.
5. Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
6. Seeks opportunities for further personal growth and development.
7. Represents the County in a professional manner to all internal and external contacts when doing the County's business.
8. Complies with all rules and policies in order to maintain a safe work environment.

Employee's Signature

Supervisor's Signature

Date

Date

Lyon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.