

Job Title:	Custodian	Job Category:	Administrative
FLSA Status:	Non-Exempt/Hourly	Position Type:	Part-time (20 hours/week)

Job Purpose:
Supporting the maintenance and operation of Limestone County Water and Sewer Authority

ESSENTIAL DUTIES

- Custodial Activities:**
- Responsible for the efficient upkeep of the LCWSA Operations Building
 - Performs routine maintenance activities
 - Performs heavy cleaning duties
 - Clean and Supply Restrooms
 - Remove Trash.
 - Clean Floor Surfaces such as sweeping, mopping, and dust mopping
 - Dusting furniture, walls, cabinets, and baseboards.
 - Cleans glass mirror and partitions
 - Clean counters and sinks
 - Clean exterior of buildings and grounds
 - Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures
 - Manages inventory of cleaning supplies
 - Notifies managers regarding the need for repairs or additions to building operating systems
 - Other duties as assigned

QUALIFICATIONS

- Education/Experience**
- High School Graduate or GED required
 - 1+ years of experience in a similar position desired

- Skills/Knowledge
- Effective working relationships with co-workers and customers
 - Work independently with accountability for accurate and complete results
 - Excellent time management skills
 - Work well both independently and in a team environment
 - Communicate well; listen, verbal, written
 - Ability to make arithmetical calculations rapidly
 - Analyze information and respond appropriately
 - Manage time wisely and prioritize tasks
 - Work well under pressure
 - Take Initiative when needed

- Attributes
- Professional appearance and manner
 - Exceptional attention-to-detail
 - Desire and ability to learn

- Honest and trustworthy
- Extremely organized
- Strong work ethic
- Self-motivation
- High energy
- Dependable
- Respectful
- Flexible
- Positive

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Outdoor 15% of the time, needs to be able to lift items weighing over 40 pounds.

Must possess a valid driver's license.

Supervision Received

CFO

Hours

Regular hours are 7:00 a.m. – 3:30 p.m. Monday, Wednesday and half a day on Friday. Regular and punctual attendance is required.

Created By:		Date Created:	Click or tap to enter a date.
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I certify that I can perform all the assigned duties with or without reasonable accommodation.

Employee Signature

Date