

CEDAR COUNTY JOB DESCRIPTION

Title:	Custodian	Department:	Auditor
FLSA:	Non-Exempt	Pay Band:	10
Date:	March 2025	Reports to:	Auditor

PURPOSE OF POSITION

The purpose of the courthouse custodian position is to maintain a clean, safe, and welcoming environment for all courthouse visitors and county personnel. This role involves performing cleaning, maintenance, and groundskeeping duties, ensuring that the facility operates smoothly and remains functional for daily activities. By upholding high standards of cleanliness and organization, the courthouse custodian plays a vital role in supporting the efficient and professional operation of the county.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Cleaning and Maintenance:

- Sweep, mop, and vacuum floors in all areas of the courthouse, including hallways, offices, courtrooms, restrooms, and common areas.
- Clean and sanitize restrooms, ensuring that soap dispensers, paper towels, and toilet paper are stocked and maintained.
- Dust and clean furniture, windows, and surfaces to maintain a tidy appearance throughout the facility.
- Clean and disinfect high-touch areas such as doorknobs, light switches, and elevator buttons.

Trash Removal and Disposal:

- Empty trash cans and recycling bins in all areas of the courthouse, ensuring proper disposal of waste.
- Transport waste to the designated disposal or recycling areas, ensuring compliance with waste management protocols.

Floor Care and Carpet Cleaning:

- Maintain the cleanliness and appearance of the floors by performing tasks such as waxing, buffing, and polishing.
- Clean and maintain carpets by vacuuming regularly and performing spot cleaning as needed.

Grounds Maintenance:

- Mowing and Lawn Care: Regularly mow with the riding lawnmower and maintain the courthouse lawns, ensuring they are tidy and well-kept.
- Landscaping: Maintain flower beds, shrubs, trees, and other landscaping elements by trimming, watering, and planting as necessary to ensure a clean, attractive appearance.
- Snow Removal and Ice Management: Ensure the removal of snow and ice from sidewalks, parking lots, and entrances during the winter months. This includes operating the ride on snowblower, shoveling, and salting or using de-icing materials to maintain safety and accessibility.
- Trash Removal from Grounds: Keep the courthouse exterior and grounds clean by regularly picking up litter and disposing of it properly.
- Maintenance of Outdoor Fixtures: Ensure the upkeep of benches and other outdoor features, including cleaning and minor repairs as needed.

Building Security and Lockup:

- Ensure that all windows and doors are securely locked after hours.

- Report any safety hazards or security concerns to the auditor or law enforcement.

Set-up and Breakdown of Courthouse Equipment:

- Assist in the set-up of offices and meeting rooms, including arranging chairs, tables, and other equipment.
- Assemble and arrange office furniture as needed.
- Hang and remove displays, signs, or artwork on the walls, ensuring they are securely positioned and aligned with courthouse standards.

Emergency Cleaning and Spill Response:

- Respond promptly to any emergency cleaning needs, such as spills, accidents, or other incidents requiring immediate attention.
- Maintain appropriate supplies and equipment to handle such emergencies.

Inventory Management:

- Maintain and track cleaning supplies and equipment, ensuring stock levels are adequate.
- Notify the supervisor when supplies are running low and assist in the ordering of new materials.

Maintenance Reporting:

- Identify and report any building maintenance issues such as plumbing leaks, broken fixtures, or malfunctioning equipment.
- Coordinate with auditor and external contractors for necessary repairs.

Health and Safety Compliance:

- Follow all health and safety guidelines for cleaning procedures and waste disposal.
- Ensure proper use and storage of cleaning chemicals and equipment to avoid accidents or contamination.

Customer Service:

- Provide courteous service to staff, visitors, and other courthouse personnel by ensuring a clean and safe environment.
- Assist visitors or staff with directions or other requests as needed.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or General Education Degree (GED) or equivalent. General knowledge of commonly used rules, procedures, operations, practices or routines such as could be acquired in less than one year of prior experience.

LANGUAGE ABILITY

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

SKILLS NEEDED

Cleaning skills, time management, attention to detail, problem-solving, teamwork, communication, and adaptability are key skills needed to ensure effective and efficient performance in maintaining a clean, safe and organized courthouse environment.

COGNITIVE DEMANDS

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to climb or balance. The employee must occasionally lift and/or move up to 50 pounds.

ENVIRONMENTAL ADAPTABILITY

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

Cedar 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.