



# Custodian

## **JOB SUMMARY:**

The full-time position of Custodian is responsible for maintaining the cleanliness of the county buildings to ensure the occupants have a clean work environment. This position requires team work, physical strength and stamina, good verbal communication, and interpersonal skills.

The primary duties include vacuuming and mopping floors, sanitizing restroom facilities and other rooms, collecting trash, at times setting up the Civic Center and Rock Gym for events, plus other various other tasks.

## **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. An individual must have a valid driver's license and at least high school diploma or equivalent.

This position requires:

- The ability to stand and walk for long periods.
- Ability to lift and move over 50 pounds.
- Knowledge of different cleaning products and tools.
- Time-management and multitasking abilities.
- Physical strength and stamina.
- Organization skills.
- Good verbal communication and interpersonal skills.
- Ability to work with minimal supervision.

The duties and responsibilities listed below are representative of the knowledge, skills, and/or abilities required.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Cleaning wood, linoleum, tile and other floors.
- Shampooing rugs and carpets.
- Emptying trash cans.
- Changing air filters and cleaning vents.
- Dusting all surfaces.
- Waxing floors.
- Washing windows.
- Using equipment, commercial vacuums, floor buffers and carpet cleaners.
- Collecting and taking out trash and recycling.
- Sanitizing restroom facilities and other rooms.
- At times setting up the Civic Center and Rock Gym for events.
- Performs other related duties as assigned.

**For the full job description and application, visit our website at [www.elbertga.us/job-opportunities](http://www.elbertga.us/job-opportunities). Applications may also be picked up at the Elbert County Board of Commissioners office.**

**You can submit your application in person to the Elbert County Board of Commissioners Office or email the application to [dannynew@elbertga.us](mailto:dannynew@elbertga.us).**