

# **CARROLL COUNTY COURTHOUSE**

## **Custodial Tech 1**

**You must meet and abide by all county policies and procedures as listed in the handbook provided to you and you will also work in an efficient and effective manner to help maintain county property to keep it a clean and safe environment for private and public use.**

### **Summary**

Performs custodial maintenance duties but not limited to dusting, mopping, finishing and buffing floors, vacuuming, general cleaning and restocking restrooms including the removal of recyclables and trash daily.

### **Knowledge, Skills, and Abilities Required**

Must possess the ability to understand verbal instructions along with understanding written and verbal communications. The ability to follow safety procedures along with safely using cleaning equipment and supplies. Must have the ability to be self-motivated and able to work in a self-sufficient manner.

1. Maintain carpets, concrete, tile, rugs, etc. of the courthouse to ensure all floors are kept clean and free of any debris, cleaned daily, mopped, waxed as needed.
2. Maintain all restrooms, private and public, making sure they are kept clean, disinfected, and all toiletries are stocked; there is a generated check list to follow by.
3. Remove all rubbish from each restroom, office, etc. on a daily basis and collect all recyclable materials mid week for collection on Fridays.
4. Clean all handrails daily, water fountains cleaned and disinfected, keep the elevator clean and disinfected on a daily basis, clean the entrance doors to the building (handles, glass, etc.).
5. Keep your break/boiler room area cleaned up at all times; all chemicals put away and not having trip hazards or trash lying around, it should look presentable to the public.
6. A stock list for materials and a work order form will be available for you to fill out daily.
7. Clean HVAC filters in the ceiling units throughout the offices.

8. Replace light bulbs throughout the offices that have blown out during after-hours operation so we are not disrupting office staff.
9. Perform additional duties and assignments as requested.

### **Conditions of Employment**

- **Must have a high school diploma or equivalent (GED)**
- **Must pass a pre-employment criminal background check**
- **Must pass a pre-employment drug screen**

Key Note: Please feel free to come forward with any ideas that may help perform these tasks more efficiently and effectively. Keep in mind **“Always work smarter not harder”**

I, \_\_\_\_\_ have read and understand the contents of this Custodial Technician 1 job description on this \_\_\_\_\_ day of \_\_\_\_\_, 2021