



Grundy County Sheriff's Office Job Description- Part-Time Courthouse Custodian

Reports To: Maintenance Supervisor
FLSA Status: Non-Exempt
Prepared Date: August, 2021
Salary range: \$13.00 per hour

SUMMARY

The major function of this position is janitorial work, building and grounds maintenance, which assist in the normal operations of the Courthouse, Jail and Sheriff's office. Persons in this position are responsible for the year-round cleaning and general maintenance in, on and around the Courthouse, Jail and Sheriff's office. Hours for the position will be 4:00pm to 9:00pm- M-Th.

PRIMARY DUTIES AND RESPONSIBILITIES

Includes the following and other duties as temporarily or permanently assigned.

Janitorial/Custodial

- Dusting furniture
- Dusting woodwork, handrails, windowsills, blinds
- Emptying and cleaning wastebaskets
- Cleaning Restrooms
- Wet and dry mopping of floors
- Stripping and waxing floors
- Vacuuming carpeting and rugs
- Sanitizing Courthouse

Daily Tasks

- Clean restroom facilities, giving immediate attention to special and emergent problems
- Floors mopped daily
- Carpeting vacuumed and spot cleaned in major traffic areas
- Dusting of furniture, window sills
- Waste paper and/or trash containers emptied/recycling of appropriate items is required
- Clean entrance glass (windows, doors)

Weekly Tasks

- Carpeting vacuumed and spot cleaned under furniture
- Dust blinds and overhead fans
- Clean conference rooms

Monthly Tasks

- Clean interior windows
- Clean blinds

Grounds keeping and Maintenance

- Watering
- Weeding of lawn beds
- Regular fertilization to maintain lawn and flower beds
- Mowing and edging of lawn
- Trimming shrubs and trees (removal and planting as necessary)
- Plant flowers in beds to enhance beautification of yard
- Debris removed from entrances including, but not limited to: cigarette receptacles
- Cleaning of outside of building (windows, parking areas)
- Clean walks, steps and entrances including snow/ice removal
- Maintaining monuments, including lighting
- Set up and tear down for festivals, ceremonies and events at Courthouse

SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and life experiences; or equivalent combination of education and experience. Knowledge of cleaning methods and procedures/ knowledge of the materials, supplies and equipment utilized in cleaning activities.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, memos and electronic mail (e-mail.) Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization. Requires good interpersonal relations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs, miscellaneous drawings and schematics.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed, but uninvolved, written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Illinois Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job assignment. While performing the duties of this job, the employee is frequently required to stand, walk and sit. The employee is occasionally required to use hands to finger, handle, or feel; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate to occasionally loud.