

OPEN FOR KENT COUNTY EMPLOYEES AND THE PUBLIC!

PLEASE DO NOT REMOVE FROM THIS BOARD!

DATE POSTED:
POSTED BY:
CLOSING DATE/TIME:

AUGUST 14, 2024
DANIELLE PATTERSON-FIELDS
OPEN INDEFINITELY

All applicants must submit an up-to-date resume or completed application. We are located at 555 Bay Road, Dover, DE 19901; visit our website: www.kentcountytde.gov. Please contact our office at 302-744-2310 or email us at hr.recruitment@kentcountytde.gov.

Department of Administration
Facilities Management Office
Classified, GRADE 2107
40 Hour Week
\$15.56/hour

CUSTODIAN

General Description

The purpose of this position is to perform work in the care, cleaning and maintenance of County buildings.

This position works under close to general supervision by the Custodian Supervisor according to set procedures but determines how or when to complete tasks.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Sweeps, mops, waxes, and polishes floors.
- Vacuums and cleans carpets.
- Dusts and cleans furniture.
- Washes walls, windows, furnishings, and fixtures.
- Cleans and sanitizes restrooms, maintaining supplies.
- Collects and disposes of trash.
- Keeps inventory of cleaning supplies and reports low supplies to supervisor.
- Shelves supplies and transports materials.
- Performs related work as required.

Minimum Education and Experience Requirements:

High school diploma and one (1) year of experience in general custodial work.

Additional Requirements:

Good knowledge of building cleaning practices supplies and equipment; ability to use cleaning supplies economically, efficiently, and safely; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay 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 essential functions of this job, the employee is frequently required to stand, walk, sit, kneel, bend, or climb and to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear.
- The employee must be able to lift up to 25 pounds on a frequent basis; lift 25 to 50 pounds on an occasional basis; and lift and/or move between 50 - 100 pounds with assistance.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

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.

- This position works inside and occasionally works outside in various weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.
- The noise level in the work environment is usually moderate.
- This position works a regular schedule; however, incumbents may be called in to work at irregular times in emergency situations, and incumbents must be available for call-out as needed.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- May be required to pass standardized examination to determine basic knowledge, skills & abilities.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement