

POSITION DESCRIPTION



WARREN MONTGOMERY, DISTRICT ATTORNEY

Title: Janitor / Custodian

Position No:

Department:

Reports To: Executive Admin Officer

Labor Grade: _____

Pay Plan: Bi-Weekly

EEO/Census Code: _____

Type: ___FT ___X___Part-Time ___Temp

FLSA: ___ Exempt ___X___ Non Exempt

Emergency Classification:

Summary: We are currently seeking a Janitor to take care of the District Attorney's area within the Justice Center and carry out cleaning, maintenance or other assigned duties. The ideal candidate for this position is detail-oriented, flexible and willing to take on non-routine cleaning and special projects as needed. The goal is to keep the District Attorney's area clean, well maintained and in an orderly condition.

Essential Job Functions:

- Clean and sanitizing (dust, sweep, mop, vacuum, etc) all areas of the District Attorney's office to include but not limited to conference rooms, offices and public areas.
- Clean all restrooms daily and stock with paper products.
- Empty trash cans daily.
- Take all trash to a general location in the Justice Center daily.
- Clean the break rooms, to include the refrigerator.
- Deep clean restrooms and breakrooms weekly.
- Move furniture when needed.
- Patch and paint walls
- Any other duties assigned.

Competencies: Employee must work well with staff, strong attention to detail, and take direction.

Work Environment: The primary duties of this position are performed in a professional office environment, but are not limited to an office environment.

Physical Demands: As needed to perform the essential functions of the position. Which include but are not limited to:

- Ability to raise or lower objects from one level or another (includes pushing and pulling) (10lbs – 100lbs)
- Ability to frequently bend, stoop, push, pull and climb.
- Ability to stand and sit for long periods of time.
- Ability to read and write the English language.
- Some tasks require visual perception and discrimination.
- Some tasks require oral communications ability.

Required Education/Qualifications: Persons in this class will possess the knowledge, skills, and abilities to perform the essential functions as determined by the District Attorney.

Desired Qualifications: 1. Experience as a janitor and/or custodian, ability to handle janitorial equipment, knowledge of cleaning chemicals, supplies and office maintenance and ability to work independently.

The District Attorney's Office, 22nd JDC is an EOE/M/F/Disability/Veteran Employer. In compliance with the Americans with Disability Act, the Office will provide reasonable accommodations to

qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The position description of Janitor has been reviewed and approved by:

District Attorney

Date

Chief Administrative ADA /Date

I have received a copy of my job description and understand it is my responsibility to familiarize myself with the duties and responsibilities of this position.

Employee/Date