

Brunswick County, NC – Classification Description			
Classification Title:	CUSTODIAL ASSISTANT I	Pay Grade:	10
Department:	Sheriff's Office	FSLA:	Non-Exempt Overtime Paid
Date:	REVISED 07/24/23		

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of custodial work in the care and maintenance of Sheriff's Office buildings and facilities. Work involves sweeping, stripping, waxing, buffing, mopping and using vacuum cleaners to clean floors; washing walls, woodwork and fixtures; and policing buildings to empty trash receptacles and pick up debris, etc. Employee must exercise some independent judgment in completing assigned tasks and work efficiently in a timely manner. Reports to the Custodial Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs housekeeping functions in offices, meeting rooms, bathrooms, kitchens, hallways, doorways, lobbies, exam rooms, etc.

Dusts and cleans sills, baseboards, desks and other furniture.

Sweeps, mops, dusts, vacuums and applies floor finish. Shampoo and condition carpet, as needed.

Cleans restroom areas and replenishes paper supplies and soap as necessary; maintains pleasant and sanitary conditions and cosmetic appearance in restroom areas, vending areas, kitchens, etc.

Cleans windows, walls, baseboards, woodwork, blinds and light fixtures, air vents.

Empties trash receptacles inside and in general vicinity of assigned building(s); deposits recyclable material in proper receptacles.

Patrols buildings to inspect for safety or maintenance problems; addresses or reports problems as necessary.

Receives and reviews daily task schedule or memos.

Prepares and/or processes reports as required.

Refers to policies and procedure manuals, equipment manuals, safety manuals, etc.

Operates and uses an assortment of housekeeping equipment and tools such as cleaning push cart, vacuum cleaner, mop, broom, brush, floor stripper, stripping machine, waxer, etc.

Uses cleaning supplies including waxes, detergents, cleaning chemicals, dust cloths, rags, etc.

Interacts and communicates with various groups and individuals such as the immediate supervisor, department head, public, co-workers, county employees, etc.

Makes sure the outside appearance of all buildings are clean and free of trash.

Assist public and other county staff with their cleaning needs

Maintain HIPPA laws and privacy of county documents and information.

Maintain safety and responsibility of work areas.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High School diploma or GED required and at least six months to a year of experience in custodial work; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Education and experience can substitute for one another.

SPECIAL REQUIREMENTS

Must possess a valid NC state driver's license

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including but not limited to vacuum cleaners, carpet shampooers, floor stripper, brooms, mops, push cart, mop bucket, etc. Must be able to exert up to 75 pounds of force occasionally, and/or up to 40 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes handling tasks which may involve communicating with others and/or receiving directions from supervisor then communicating that information to the appropriate person.

Language Ability: Requires ability to read a variety of policies and procedures, laws, regulations, manuals, etc. Also requires the ability to read simple forms.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to learn, understand and deal with problems involving several concrete variables; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately when using custodial equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as custodial equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

SHERIFF'S OFFICE - CUSTODIAL ASSISTANT I

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.