

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b><u>CLASSIFICATION TITLE:</u></b> Custodial Worker	<b><u>CLASS NUMBER:</u></b> 30001	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Public Facilities Management	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 120
<b><u>BARGAINING UNIT:</u></b> AFSCME	<b><u>PAY GRADE:</u></b> A1	<b><u>POSITION CONTROL #:</u></b>
<b><u>POSITION LOCATION:</u></b> 373 S High Street, Lobby, Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Shifts vary: Monday – Friday 7:00 AM – 4:00 PM or 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> (Varies)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Custodial Worker classification is to clean the facilities and grounds.

**JOB DUTIES:**

Sweep and mop floors using power equipment and hand tools. Clean and sanitize restrooms, locker rooms, interior doors, and windows. Empty and clean interior and exterior waste receptacles and replace liners. Clean exterior of light fixtures. Clean and remove debris in elevator tracks. Vacuum and spot clean carpeted areas. Wash, polish, or dust walls, ceilings, doors, partitions, ashtrays, furniture, and windows. Tasks may risk exposure to temperature/weather extremes, wetness/humidity, strong odors and/or disease/blood/body fluids.

Check cleaning supply levels when reordering is required and replenish cleaning supplies. Assist with unloading and storing custodial supplies and equipment. Keep custodial carts clean, maintained, and well stocked with supplies. Keep janitor's closet neat, clean, and orderly. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of inventory control; safety practices; agency policy and procedures. Skill in equipment operation. Ability to add, subtract, multiply and divide whole numbers; work alone on most tasks; demonstrate strength to lift up to 75 lbs., demonstrate strength to move objects from one location another.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

High school diploma or GED with six (6) months of custodial experience; or any equivalent combination of training and experience.

**Supervisory Responsibilities**

None required.

**UNUSUAL WORKING CONDITIONS:**

May be required to wear personal protective equipment (PPE) to perform duties.

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date