

RELIEF CUSTODIAN/LAUNDRY WORKER/TRADES HELPER

GENERAL DESCRIPTION OF WORK:

Performs various custodial, housekeeping, laundry and minor maintenance duties under the general supervision of the Assistant Superintendent of Operations.

TYPICAL DUTIES:

1. Performs cleaning, dusting, sweeping, mopping, buffing, waxing and stripping floors, trash collecting, window cleaning, etc. to maintain a clean, attractive facility.
2. Performs a variety of duties involved in processing and distribution of laundry.
3. Run Errands and move furniture as needed.
4. Check inside and outside lights and replace as needed.
5. Check and clean ceiling vents.
6. Paint as needed.
7. Keep all areas stocked with supplies (i.e. sprinkler rooms, housekeeping closets, etc.).
8. Assist exterminators, outside contractors, etc. as needed.
9. Performs weekly building checks for maintenance and sanitation issues.
10. Assist with mowing, mulching, landscaping, etc. as needed.
11. Clean and stock bathrooms daily.
12. Put up stock when delivered.
13. Performs related task as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of cleaning methods; thorough knowledge of floor care; thorough knowledge of operating floor equipment; general knowledge of minor building repairs and grounds duties; ability to operate large scale laundering of clothing and linens; ability to follow oral and written directions; ability to work independently; ability to organize work; ability and willingness to work around maladjusted juveniles; ability to work effectively with co-workers, detainees and supervisors.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to completion of the tenth grade and some experience in cleaning and floor care.

PHYSICAL REQUIREMENT:

Must have the physical capacity to lift a minimum of 50 lbs. Must be able to walk and stand for long periods of time.

SPECIAL REQUIREMENT:

Must have a valid Virginia driver's license. Must be able to successfully complete and maintain certification in OSHA. Must maintain a current Tuberculin skin test (PPD) or chest X-ray.

This is job description and not an individualized position description. A job description defines the general character and scope of duties and responsibilities of all positions in a job classification. But it is intended to describe and does not necessarily list the essential job functions for a given position in a classification.

