
Job Title	Department	Status	Reports to (Title):
Custodial I	Mail	Non-exempt	Custodial Supervisor

Purpose of Job:

Performs custodial duties. Assists in sanitation control. Receives supervision from Custodial Supervisor.

Main Duties and Responsibilities:

1. Performs cleaning and janitorial duties.
2. Assists in control of sanitation.
3. Keeps janitor's room neat and orderly.
4. Reports supply orders to supervisor.
5. Performs other related duties as assigned.

Authority and Disclosure:

Authority Selections:

Work is regulated or supervised thoroughly, but not continuously; follows established departmental procedures, refers unusual situations to supervisor.

Disclosure of Information Selections:

This position requires confidentiality of information which might be heard or seen while carrying out the duties of the job which requires safeguarding.

Skills:

- Must possess general cleaning chemical products knowledge and their uses.
 - Must possess general working knowledge and maintenance of vacuum equipment.
 - Must possess safe work habits.
 - Must be able to comprehend, speak and write the English language.
 - Must possess good interpersonal and communication skills.
 - Must have knowledge of or learn the operation of waxing floors of a variety of surfaces.
 - Must have knowledge of or learn the processing and delivery of postal and in house mail.
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Education, Certifications & Licensures:

- High School Diploma or related equivalent required.
- Valid Florida Drivers' License

Physical Requirements of the Position

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Visual Requirements of the Position:

Visual requirement equal to the criteria of accuracy and neatness of work for janitors, sweepers, etc.

Physical Demands of the Position:

Place the corresponding letter next to each category. “**C**” Constantly-(6-8 hrs/day), “**F**” Frequently-(3-6 hrs/day), “**O**” Occasionally-(up to 3 hrs/day), or “**NA**” if not applicable. Indicate the appropriate weight where applicable. (i.e.: Up to 25 lbs., 26-50 lbs. or Over 50 lbs.)

N/A	Climbing	N/A	Balancing	F	Stooping
F	Kneeling	F	Crouching	N/A	Crawling
F	Reaching	C	Standing	O	Sitting
F	Walking	N/A	Feeling	N/A	Fingering
F	Grasping	F	Repetitive Motion	O	Talking
O	Hearing				
O	Pushing Up to 25 lbs.	O	Pulling Up to 25 lbs.	O	Lifting Up to 25 lbs.
F	26-50 lbs.	F	26-50 lbs.	F	26-50 lbs.
N/A	Over 50 lbs.	N/A	Over 50 lbs.	N/A	Over 50 lbs.

Environmental Conditions of the Position:

Place the corresponding letter next to each category. “**C**” Constantly-(6-8 hrs/day), “**F**” Frequently-(3-6 hrs/day), “**O**” Occasionally-(up to 3 hrs/day), or “**NA**” if not applicable.

F	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature change.
N/A	The worker is subject to outside environmental conditions: No effective protection from weather.
F	The worker is subject to both environmental conditions: Activities occur inside and outside.
N/A	The worker is subject to extreme cold: Temperatures below 32 degrees for periods of more than one hour.
O	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
O	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
N/A	The worker is subject to vibration: Exposure to oscillating movements of the extremities of whole body.
O	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to heat and exposure to chemicals.
O	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
N/A	The worker is subject to oils: There is air and/or skin exposure to oils and other cutting fluids.
N/A	The worker is required to wear respirator.
N/A	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

Conclusion:

1. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
2. All job requirements are subject to possible modification by the Hendry County Board of Commissioners as deemed necessary.
3. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

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