



Custodian

J o b D e s c r i p t i o n

JOB INFORMATION

Approved Date:	10/3/2023 4:09:03 PM
Working Title:	Custodian
Job Family:	General Services
Classification:	General Services Worker 2

ORGANIZATION

Department:	Facilities Maintenance
Cost Center/Program:	5051 - Facilities Maintenance
Exemption Status:	Non Exempt
Union:	AFSCME 1308 - Courthouse

JOB SUMMARY

The responsibilities of this classification include performing basic and routine activities under close supervision in various County functions such as reception, food preparation and event set up and tear down. Work involves following specific instruction in accomplishing one or more defined tasks.

Distinguishing Characteristics

General Services Worker 2 is the second level classification of a three level series. Positions in this class perform routine and repetitive work and are distinguished from General Services Worker 1 by functioning with more independence and decision making authority. Positions in this class may function also as a lead worker.

This is independent custodial work of a physically demanding nature in the care and maintenance of county-owned and/or occupied public buildings, including administrative areas in the Kitsap County Jail and the Juvenile Detention Facility. An employee in this class is responsible for all aspects of custodial service in, and around, assigned buildings.

Work is of a general, manual nature, although some tasks require the use of power equipment. Work is performed according to readily available guidelines with considerable independence. Assignments and instructions are received orally and in writing and reviewed by supervisory staff who inspect work-in-progress or upon completion for adherence to instructions and work standards.

Work is generally performed inside but will require some outside work in inclement weather.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
Sweep, mop, scrub, strip, wax and buff floors, hallways, stairways, and restrooms. Vacuum and extract carpets. Collect and remove wastepaper, trash and recyclable materials from common areas, offices, halls, and restrooms. Wash interior walls, interior and exterior windows, mirrors, light fixtures, and drinking fountains. Dust, clean, and maintain furniture, fixtures, windowsills, and railings. Clean and disinfect toilets, wash bowls, and urinals. Replenish paper towels, tissues, soaps, and other restroom supplies. Assist in loading, unloading, and moving of supplies, equipment, and furniture up to 50 pounds. Follow infectious control practices including hand washing techniques, standard precautions, and isolation techniques.	90%
Maintain the security of buildings at all times. Secure doors and windows during non-business hours. Turn lights on and off. Lock and unlock doors. Assist visitors while they are in the building and promote good safety and public relations practices.	5%
Report need for building repairs including clogged sinks, toilets, and drains; the need to replace lightbulbs, etc.	5%

Required for All Jobs

- Performs other duties as assigned
- Complies with all policies and standards

This Job is Essential

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QUALIFICATIONS

Education			
Education Level	Education Details	Required/ Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
6 months	related to area of assignment.	Required	
1 year	Positions in the food service category require one year of food service experience.	Required	
1 year	experience in commercial office cleaning	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
DL NUMBER - Driver License, Valid and in State			Required	
Bloodborne Pathogen Training			Preferred	

Equivalency

All minimum qualifications must be met, there are no acceptable equivalent qualifications.

Knowledge, Skills and Abilities

KSAs	
Appear for scheduled work and complete assigned tasks within a reasonable period of time.	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
General custodial activities, including extracting carpets and furniture, mopping, stripping, recoating floors, and sanitizing restrooms.	High
Use and care of the tools, equipment, and janitorial machines used in building maintenance, minor equipment repair, and general custodial duties.	High
Care and safe operation of equipment.	High
Occupational hazards and safety precautions necessary in general commercial cleaning.	High
Knowledge of basic grammar, spelling and punctuation, math sufficient to perform the job.	High
Knowledge of customer service techniques.	High
Skilled in performing multiple tasks.	High
Skilled in time management	High
Skilled in greeting customers, clients and visitors.	High
Skilled in general commercial office cleaning.	High

Ability to learn and follow instructions including new work processes and procedures such as computer data entry or operation of equipment;	High
Ability to use basic hand tools.	High
Skilled in infection control to ensure products and services meet the standards and guidelines.	High
Ability to understand written and verbal information and maintain records.	High
Ability to shift back and forth between two or more activities.	High
Ability to follow detailed instructions and keep accurate records.	High
Ability to communicate, both oral and written, sufficient to exchange or convey information and to receive work direction.	High

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:

Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Remote Employment

Remote Employment Type:

Remote Employment Text:

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)		
Weight Bearing Standing		
Weight Bearing - Walking		
Walking on Uneven Terrain	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Ramps and slopes
Running		
Jumping		
Climbing Ladder, stairs, stools	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	periodically climbs stairs, ladder
Balancing	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	disinfecting
Bending at the waist	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	disinfecting
Twisting at the waist	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	disinfecting
Stooping		
Slight bend at knees		
Squatting		

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Kneeling One or both knees		
Crawling On hands and knees		
Lying Down		
Back, side or stomach		

Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Toilet paper, paper towels, broom, mop, dustpan, chemicals, trash, recycling, mop bucket, bucket of rags
Lifting 11-20 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Toilet paper, paper towels, broom, mop, dustpan, chemicals, trash, recycling, mop bucket, bucket of rags
Lifting 21-35 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Toilet paper, paper towels, broom, mop, dustpan, chemicals, trash, recycling, mop bucket, bucket of rags
Lifting 36-50 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	trash and recycling
Lifting 50 + lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Toilet paper, paper towels, broom, mop, dustpan, chemicals, trash, recycling,
Carry 11-20 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Toilet paper, paper towels, broom, mop, dustpan, chemicals, trash, recycling,
Carry 21-35 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Toilet paper, paper towels, broom, mop, dustpan, chemicals, trash, recycling,
Carry 36-50 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Toilet paper, paper towels, broom, mop, dustpan, chemicals, trash, recycling,
	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Pushing 11-20 lbs	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	vacuum, mop bucket and ringer
Pushing 21-35 lbs	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	janitorial cart
Pushing 36-50 lbs	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	janitorial cart, trash and recycling cart, floor machine, auto scrubber, buffer extractor
	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Pulling 11-20 lbs	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	vacuum, mop bucket and ringer
Pulling 21-35 lbs	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	janitorial cart
Pulling 36-50 lbs	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	janitorial cart, trash and recycling cart, floor machine, auto scrubber, buffer extractor
	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Reaching Above shoulder level	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	disinfecting
Reaching at shoulder level	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	disinfecting
Reaching below shoulder level	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	disinfecting
Steering Equipment, Vehicles			

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
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Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Fine Manipulation			
Keyboarding/Typing			
Simple Grasp	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	disinfecting
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	disinfecting
Hand Controls			
Repetitive Motion			

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	dust, dirt, debris, rags are color coded
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	supervisors directions and phones if applicable
Speaking: Orally communicate information and ideas with comprehension	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	supervisors directions and interaction with co- workers
Reading: Comprehend and retain the written word.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	computer screen, chemical labels-hazardous communication
Writing: Composing communications in writing		
Math: Compute a series of numeric variables, measurements		

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	ramps and slopes
Exposure to Bloodborne Pathogens		
Work Outside	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	exterior trash, rounds, and grounds, window cleaning
Customer/Public Contact		
Work Inside	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	cleaning offices, lobbies, breakrooms, restrooms
High Elevations	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	window cleaning on the lift
Moving Objects	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	moving carts, vacuums, floor machines
Slippery Surface	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	mopping floors, stripping floors
Wetness	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	mopping floors, stripping floors, disinfecting
Temp.Humid/ Extremes	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	sun and rain while cleaning windows, taking out trash
Temp. Cold Temp	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	sun and rain while cleaning windows, taking out trash
Confined Spaces	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Special Clothing	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	facilities tshirt, neoprene apron, cotton lined gloves
Vibration	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	high and low vacuum, floor machine, auto scrubber, extractor, janitorial cart
Use of Solvents	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	disinfecting common touch areas - PPE provided
Use of Detergent	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	disinfecting common touch areas - PPE provided, laundry
Chemical Contact	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	disinfecting common touch areas - PPE provided
Chemical Vapors	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	pouring and using chemicals -PPE provided
Dust or Particles	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	PPE Provided
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity		

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
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Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
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Other Requirements

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

Annual Max:	\$0.00
Annual Min:	\$0.00
Hourly Max:	\$28.19
Hourly Min:	\$22.04