

City of Rehoboth Beach, Delaware

Job Description

Classification Title	Custodian
Job Code	9002
FLSA Status	Non-exempt
Pay Grade	105

GENERAL POSITION SUMMARY

Performs a full range of custodial duties related to the care, maintenance, and cleaning of assigned buildings and facilities; participates in other assigned manual labor tasks. Responds to and resolves customer complaints. Assists in the set up and take down for City events. This position is a year-round part-time position with approximately 30 hours a week. Requires availability on nights, weekends, and some holidays.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Provides regular upkeep of City buildings.
- Sweeps, mops, polishes and strips floors in rooms and halls.
- Dusts and/or polishes furniture, blinds and equipment.
- Cleans restrooms and fills dispensers.
- Vacuums, spot cleans, and/or shampoos rugs, carpets, and furniture using commercial-type vacuum cleaners and shampooing equipment.
- Reports malfunction of bathroom fixtures, light fixtures and damages to room and hall furnishings to supervisor.
- Stocks area with appropriate supplies.
- Locks and unlocks doors as directed.
- Moves furniture, equipment, or fixtures as required.
- Washes dishes or utensils.
- May shovel and remove snow and ice from designated areas such as sidewalks, entryways, and roofs as required.
- May replace light bulbs.
- Performs related work as required

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MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- A high school diploma (or GED equivalent)
- At least one (1) to three (3) years of related work experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

- Possession of a standard driver license

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Cleaning equipment, products, techniques and standards
- City safety rules and policies
- Operation of various cleaning tools and equipment

Skill in:

- Performing a variety of duties, often changing from one task to another of a different nature
- Time management
- Organization
- Self-motivation
- Inventory control

Ability to:

- Meet schedules and deadlines of the work
- Follow oral and written instructions
- Decide appropriate cleaning materials and products needed for disinfecting and sanitizing
- Ensure standards of cleanliness are maintained
- Act proactively when carrying out duties

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- Work with little or no supervision
- Offer help to staff and customers

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Communicable diseases		X	
Bodily fluids (blood, urine, etc.)		X	
Infectious waste		X	
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Moving mechanical parts	X		
Risk of electrical shock		X	
Vibration	X		
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances waste		X	
Loud noises (<i>85+ decibels</i>)	X		

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The position involves *heavy physical demands*, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

Date created:	9/10/2018
Dates revised	03/28/2023