

## **Custodian**

### **Osage County, OK**

**Job Type:** Full-time

#### **Salary**

\$2800/mo. starting pay, with opportunity for performance raises

State benefits including health and life insurance and retirement matching

#### **Working Hours**

Monday-Friday 6:00am-3:00pm, Occasional weekend and evening responsibilities earning compensation time

#### **Full Job Description**

##### **Essential Functions:**

The duties and responsibilities of a custodian are maintaining a clean, safe and efficient working environment for county employees. The list of duties and responsibilities for a custodian may and will include the following:

- Keeps building and property in clean and orderly condition.
- Performs routine maintenance activities.
- Performs heavy cleaning duties.
- Sweeps, mops, scrubs, or vacuums floors.
- Gathers and empties trash.
- Scrubs, sanitizes, and supplies restroom facilities.
- Dusts furniture, walls, and equipment.
- Cleans windows, mirrors, and partitions with soap and other cleansers.
- Mixes cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions.
- Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures.
- Cleans and polishes fixtures and furniture.
- Shampoos or steam-cleans carpets and rugs.
- Cleans and polishes furniture and fixtures.
- Manages inventory of cleaning supplies.
- Drives vehicles required to perform or travel to cleaning work, including industrial trucks or vans.
- Notifies managers regarding the need for repairs or additions to buildings.

##### **Custodian Qualifications / Skills:**

- Knowledge of standard cleaning methods and procedures
- Ability to stand, walk, and bend for many hours
- Ability to perform repetitive motion for long periods of time
- Experience with using cleaning equipment, including vacuum cleaners, floor buffers, and cleaning solutions
- Background in handling, mixing, and using cleaning chemicals
- Knowledge of occupational hazards safety rules
- Communication skills

- Ability to lift heavy objects, climb ladders and work at particular heights

**Education and Experience Requirements:**

- High school diploma or equivalent
- Basic math skills
- High school level courses in shop may be preferred for jobs involving repair work

**Supervisory Responsibilities:** No

**Licenses/Certificates:** Must be 16 years or older. Must have a valid driver's license.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work involves lifting, walking, talking, hearing, bending, stooping, and climbing. Must be able to lift and carry up to 50 pounds

Applications can be obtained on the Osage County website [osageokcounties.org](http://osageokcounties.org). Applications can be turned in to the Osage County Clerk's office at 600 Grandview Ave, Rm 201, Pawhuska, OK 74056 or emailed to [rebekahr@osagecountyok.com](mailto:rebekahr@osagecountyok.com). Applications must be turned in by December 2, 2024.