



JOB TITLE: **CUSTODIAN**

DEPARTMENT: **Community Affairs**

JOB CLASS NUMBER: **8101**

DIVISION: **Community Centers & Programs**

REVISION DATE: **4.27.2022**

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Acceptance – Department Head

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### **DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:**

*Under the immediate supervision of the Center Supervisor, the position is responsible for all work-related custodial duties and minor maintenance of routine difficulty as required or specified by the overall job classification.*

### **EXAMPLES OF DUTIES:**

- *Performs job assignments in a safe and timely manner.*
- *Is responsible for the cleanliness of the entire facility, which includes*
  - *Stripping, scrubbing, mopping and waxing floors*
  - *Maintaining a thorough knowledge and use of hand and power equipment, such as wet/dry vacuums, polishers, and rug shampoo machines*
  - *Cleaning and washing the facility's windows, walls, and doors*
  - *Cleaning air vents and properly changing air filters monthly*
  - *Daily cleaning and sterilizing restrooms*
  - *Dusting and polishing furniture, woodwork, and shelves daily*
  - *Keeping proper inventory of all janitorial supplies, materials, and equipment*
  - *Securing the building by locking doors and windows when closing the building*
  - *Ordering and picking-up all janitorial supplies from the City's warehouse, as approved by immediate supervisor and the Community Centers & Programs Director, through a properly filled out requisition order form*
  - *Providing routine maintenance on equipment and keeping a log on maintenance repairs*
  - *Assisting with the moving and arranging of furniture and equipment*
  - *Maintaining daily upkeep and routine maintenance of grounds, including removal of paper, debris, and other refuse*
  - *Running errands as needed*
  - *Performing kitchen duties*
  - *May be required to assist workers with overseeing patrons during activities*
  - *May be required to operate motorized equipment*

### **TRAINING AND EXPERIENCE:**

- *Possesses a high school diploma or GED from an accredited institution*
- *Willingness to attend workshops and seminars about the proper usage of machinery and chemicals*

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- *Must have a vast understanding of the work required of a center Custodian and be willing to adapt to change*
- *Possesses some knowledge of the operation of a boxing facility.*
- *Able to endure a great deal of walking, stretching, standing and physical effort in lifting, carrying, and moving heavy objects in a safe manner.*
- *Able to understand and follow oral and written instructions*
- *Able to perform minor building maintenance*
- *Able to complete a weekly/monthly/annual inventory of custodial supplies.*

**WORKING CONDITIONS:**

- *Hours of work are flexible and left to the discretion of the Center Supervisor and may be staggered, if needed*
- *May be exposed to dust, dirt and skin irritations caused from exposure to strong cleaning solutions*
- *Performs other reasonable duties within the scope of work or in emergency situations as assigned by the appropriate authority*
- *Follows the Louisiana Governmental Code of Ethics for public servants*

**LICENSES AND CERTIFICATES:**

- *Valid Driver's License*

**INTERNAL POSTING PERIOD:**

2/21 - 3/10/2025

*Position posting goes public after 10<sup>th</sup> day.*