



## COUNTY OF NYE

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### **CLASS TITLE: CUSTODIAN**

#### **BASIC FUNCTION:**

Under supervision, cleans offices and premises in assigned area; performs other related duties as required.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Collects garbage and lines containers with plastic liners; takes garbage out; washes ashtrays; dusts desks and file cabinets; polishes wood surfaces; cleans stainless sinks and fountains.
2. Disinfects and cleans toilets, restroom sinks and pumice toilets; toilet tissue filled; extra rolls available.
3. Dusts and wet-mops all non-carpeted floors.
4. Vacuums carpets.
5. Polishes windows and mirrors.
6. Checks and fills soap dispensers.
7. Sweeps outside entrance; picks up debris.
8. Strips, seals and waxes non-carpeted floors.
9. Stocks supply room.
10. Checks all locks and turns out lights before leaving building.

#### **EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of a G.E.D. or high school proficiency exam or work experience related to the duties and responsibilities of the class.

#### **LICENSES:**

Not applicable.

#### **WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Not applicable.

#### **CONTACTS:**

Supervisor.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Subject to physical effort on an on-going basis.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Subject to noise, dust, chemicals, and fumes.