

Custodian Job Description

Position Type

Part-time, generally 5-6 hours per week

Summary

The Part-Time Custodian is responsible for maintaining cleanliness and sanitation throughout the Mercer County Health Department. Duties include routine cleaning of offices, restrooms, kitchen/breakroom, common areas, and public spaces to ensure a safe and healthy environment for staff and visitors.

Reporting Structure

Reports to the Business Office Coordinator

Key Responsibilities

- Clean and sanitize restrooms, including sinks, toilets, mirrors, and floors.
- Sweep, mop, vacuum, and dust all office spaces, hallways, and common areas.
- Empty trash and recycling bins, ensuring proper disposal.
- Clean windows, doors, and glass surfaces as needed.
- Sanitize high-touch surfaces to maintain a healthy environment.
- Perform occasional deep cleaning tasks as needed.
- Restock cleaning and hygiene supplies, such as paper towels, soap, and toilet paper.
- Maintain cleaning equipment and report any maintenance needs.
- Alert the Business Office Coordinator of equipment that needs to be replaced or repaired, and when cleaning supplies are running low and need to be ordered
- Follow all safety and health regulations regarding cleaning products and procedures.

Qualifications

- High school diploma or equivalent preferred.
- Previous custodial or janitorial experience preferred but not required.
- Knowledge of proper cleaning techniques, materials, and equipment.
- Ability to work independently and efficiently.
- Attention to detail and commitment to maintaining a clean environment.

Skills & Abilities

- Attention to detail.
- Ability to work independently and prioritize tasks effectively.
- Physical ability to perform required tasks safely.
- Requires the ability to maintain confidentiality of department clientele.

Physical requirements

- M-medium work. Exerting 20 to 50 pounds of force occasionally and/or up to 10 to 25 pounds of force frequently, and /or greater than negligible up to 10 pounds of force constantly to move objects. Must be able to lift 40 pounds without difficulty. Physical demand requirements are in excess of those for light work, but may be reduced with use of a dolly, pallet jack, or similar equipment.

* *Other duties and responsibilities may be assigned as needs arise.*

PHI Access: Low