|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Part-Time Custodian | Immediate Supervisor | Haskell Maroney, Tax Assessor-Collector |
| Department/Group: | Custodian | Position Type: | Part –Time (approx. 20 hrs wkly) |
| Payroll Contact: | Amber White | Date posted: | 09/14/2022 |
| Salary Range: | $16.00/hr (after 10/1) | Posting Expires: | 10/03/2022 |
| Lamar County is an Equal Opportunity EmployerPersons with disabilities are encouraged to request assistance during the application process. Please call the Lamar County Auditor’s Office at 903-737-2486 to request assistance. |
| Applications can be picked up at the Auditor’s Office or on the website.

|  |  |
| --- | --- |
| Fax or E-mail:903-737-2451 or lamarcohr@co.lamar.tx.usSubject Line:Attention: Custodian Application | Mail:Lamar County Auditor’s OfficeAttn: Amber119 N Main Room B05Paris, TX 75460 |

 |
| Job Description |
| Role and ResponsibilitiesEmployees in this job perform and oversee a variety of janitorial, custodial, maintenance and/or security tasks to maintain clean and safe buildings and grounds. Possess a strong work ethic and team player mentality with a prompt, pleasant and helpful manner. The appearance of the building reflects the custodian; being friendly and pleasant will help you in your job.JOB DUTIESClean all building floors and hallways by sweeping, mopping, scrubbing, or vacuuming them; clean all ceilings, walls, water fountains, window shades, light fixtures and venetian blinds* Clean stairways and hallways; clean offices and lobbies.
* Clean restrooms, including floors and all fixtures (i.e.: urinals, toilets, sinks, mirrors, partitions, and counters) replenish supplies; empty trash and pick up debris. Ensure restrooms are clean, stocked and disinfected.
* Wash interior glass partitions and interior and exterior windows which can be reached from the floor or with the use of either the step ladder or 8 ft. ladder.
* **Dust** items such as blinds, furniture, file cabinets and windowsills using treated dust mittens, cloths, or hand-cleaning items.
* Shampoo carpets and spot clean if needed.
* Scrub, strip, sanitize, wax and buff floors using powered machines equipped with rotating brushes.
* Polish furniture, metal work and chrome using appropriate cleaning and polishing compounds.
* Wash walls, ceilings, woodwork, windows, mirrors and fixtures.
* Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
* Maintain an inventory of cleaning and toiletry supplies.
* Perform ongoing tasks such as changing light bulbs (climb ladders up to a height of 8 ft.) and filling dispensers.
* Clean grounds, sidewalk, porches and parking lots of litter, glass or other debris, may use inmates or probation workers if available.
* Open and secure building(s) as required.
* Observe appearances and conditions of premises and equipment; report needed repairs, safety hazards or conditions.
* Regulate building temperature.
* Operate County vehicles to deliver and pick up supplies, equipment and other items as assigned.

Maintain good quality of work performance while demonstrating economic use of supplies and proper care of equipment.* Comply with local, state and federal rules and regulations.
* **Perform such other tasks as may be assigned within the parameters of the job analysis.**
* Demonstrate safety precautions in job execution in order to minimize on-the-job

 **Education Requirements*** **Graduated from accredited high school or G.E.D. equivalent.**
* **Must have or obtain a Texas Driver License Class C.**

Preferred Skills* Ability to learn and apply new information or skills.
* Able to demonstrate good communication, customer service and interpersonal skills.
* Able to work independently and exercise good judgment, initiative and professionalism in representing the County.

Working Conditions* Will be required to wear a uniform.
* Custodians are required to wear non-slip shoes while on duty (i.e.: no open toe shoes).
* Must be able to go up and down stairs frequently, as well as regular bending and standing as needed on a daily shift.
* Must have strength to pull, lift or push 50 pound objects on a frequent basis; flexibility to bend, twist, reach; mobility to climb, crawl, walk; dexterity to operate machinery and tools on uneven surfaces, etc.; and stamina to exert self throughout the day in all weather conditions.
* Job may require exposure to vibrations, loud continuous noise, offensive smells, dust, dirt and water.
* Job may require exposure to hazards from moving equipment, insect bites, flying objects, slippery surfaces and hazardous materials.
* Subject to working hours beyond the normal work period including weekends and holidays.

Additional Notes* This position reports to the Tax Assessor-Collector as appointed by Commissioners Court.
* Satisfactory driving records are required for driving county or personal vehicles to conduct County business.
* End of day work orders must be turned in to Supervisor for inspection/approval.
 |  |  |  |
|  |  |  |  |