



Old Lee County Courthouse
112 East Second Street
Dixon, IL 61021

www.leecountyil.com

Position:

Custodian/Janitor

Department:

Maintenance Department

Reports to:

Maintenance Supervisor

Classification:

Nonexempt

Salary Level:

Determined by the Properties Committee with approval of the County Board.

JOB DESCRIPTION

Summary/Objective

The custodian maintains a clean working environment for all staff and visitors, ensuring all areas are safe.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Gathering and emptying trash, trash bins, and recycling bins.
- Cleaning floors by sweeping, mopping, and vacuuming.
- Monitoring building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Cleaning bathrooms and stocking soap, toilet paper, and other supplies.
- Cleaning spills and other hazards using sponges and squeegees.
- Washing windows, walls, and glass.
- Ordering cleaning supplies.

- Following procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Mixing water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Making minor repairs to the building, such as changing light bulbs.
- Notifying managers when the building needs major repairs.
- Maintaining outside walk areas, including sweeping debris and shoveling snow.

Competencies

- Requires being reliable, responsible, and dependable, and fulfilling obligations.
- Requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Requires being pleasant with the public and others on the job, and displaying a good-natured, cooperative attitude.
- Requires being careful about detail and thorough in completing work tasks.
- Requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Requires being honest and ethical.
- Requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Requires being open to change (positive or negative) and to considerable variety in the workplace.
- Requires a willingness to take on responsibilities and challenges.
- Requires accepting constructive criticism and dealing calmly and effectively with difficult situations.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. The employee is occasionally exposed to outside weather conditions.

- Requires routine work to be interrupted.
- Requires flexibility and patience.
- Requires being self-motivated and able to complete job assignment without direct supervision.
- Requires being exposed to contaminants; such as pollutants, gases, dust and odors.
- Requires contact with other team members and general public.
- Requires wearing common protective or safety equipment such as latex gloves, safety shoes, glasses, and ear plugs.

- Requires making repetitive motions.

Physical Demands

- Ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- Ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Ability to exert maximum muscle force to lift, push, pull, or carry objects over 50 pounds.
- Ability to see details at close range (within a few feet of the observer).
- Ability to communicate information and ideas in speaking so others will understand.

Tools Used in This Occupation

Floor polisher/buffers, ladders, vacuum cleaners, brooms, shovels, service carts, aerosols, and caustic materials.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 6:00 am to 3:00 pm.

Travel

No travel is expected for this position.

Required Education

High school diploma or GED diploma.

Preferred Experience

One-year experience as a custodian/janitor or equivalent work; demonstrates knowledge of basic cleaning procedures.

Additional Eligibility Qualifications

None required for this position.

Work Authorization/Security Clearance

Background check is required for this position

AAP/EEO Statement

The County will comply fully with the nondiscrimination regulations set forth in relevant State and Federal laws and Executive Orders.

It is the intention of this County to provide equality and respect to all individuals in matters of service and employment. The County will also extend this policy to other agencies, institutions, and organizations that contract with the County.

Other Duties

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



Signatures

This job description has been approved by all levels of management:

Date: _____

Department Head _____

Administrator _____



Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____