

JOB DESCRIPTION--CUSTODIAN
Warren County Administrative Building
8:00 AM—4:30 PM

The following duties apply to all county offices located in the building.

- Vacuum individual offices at least weekly
- Vacuum hallways daily
- Dust offices at least every other week; coordinate appropriate time with office staff
- Clean all bathrooms
- Regular checks of all bathrooms and kitchen throughout the day; restock and clean fixtures as needed during the day
- Sweep and mop stairwells/steps
- Mop floors in all bathrooms and kitchen at least weekly; Magnolia Room and all tile floors as needed
- Keep check on kitchen cabinets for mice/insects
- Collect garbage from all offices daily
- Report light bulbs that are burned out or missing to Greg
- Clean glass doors
- Clean/sanitize water fountains and door knobs regularly, with more frequency during flu season
- Prepare Courtroom for county court meetings (3rd Monday nights)
- Maintain stock of all supplies for building maintenance at Administrative Building; purchase supplies as needed; deliver supplies to individual offices regularly and upon request
- Maintain landscaping and grounds (salt on walkways in winter, leaves in fall, etc.)
- Supervise community service workers assigned to the Administrative Building by probation office, drug court, etc
- Assist Courthouse Custodian when needed (vacation, sickness, etc.)

This list is not all-inclusive. Occasional situations may arise which require the custodian to assist with needs that are not listed.