



Custodian PT

Salary:	\$14.9670/hour	Opening Date:	09/13/2021
Status:	Part-time	Closing Date:	Open until filled. Department will begin reviewing applications as they come in. Position may be closed at any time if filled.
Work Hours:	See "Special Notes"	Department:	Facilities
Work Location:	See "Special Notes"	Supervisor:	Facilities Admin Assistant

Special Notes: *Flexible daytime hours, to be discussed at interview. Various South Jordan City buildings.*

THE PURPOSE

Perform a variety of routine semi-skilled and skilled custodial tasks.

MINIMUM QUALIFICATIONS

- No previous education or experience required
- Valid Utah Class D Drivers License is preferred

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of practices, tools, equipment and materials used in custodial work
- Knowledge of hazardous materials policies, procedures and safety regulations; knowledge Safety Data Sheet (SDS)
- Ability to operate tools and equipment used in custodial work
- Ability to follow oral and written instructions
- Ability to develop working relationship with co-workers and supervisor(s) and be able to work independently
- Ability to listen to and understand information and ideas presented through spoken words and sentence
- Ability to effectively communicate and work as a team, help other employees and the public
- Must be able to recognize unacceptable conditions and correct them with minimum direction

NOTE: Interested candidates must complete and submit a South Jordan City application and current resume to Human Resources through the website at <https://selfservice.southjordanutah.gov/ess/employmentopportunities/default.aspx>. A complete list of essential functions and minimum requirements of this position may be viewed on the job description, which is also located at the above-mentioned website. To request accommodation under Americans with Disability Act please contact the City's EEO Program Manager at 801-254-3742 ext. 1852.

It is the policy of the City of South Jordan to provide equal employment opportunity in City government for all persons; to prohibit discrimination in employment on the basis of race, color, sex, national origin, religion, age, marital status, pregnancy, genetics, or disability

South Jordan City

Job Description

Title: Custodian – Part-Time
Org: 100230
Pay Grade: 5

Effective Date: 10.15.2020
FLSA: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Perform a variety of routine semi-skilled and skilled custodial tasks.

SUPERVISOR

Administrative Assistant/Lead

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Operate small mechanized equipment as needed to maintain buildings and grounds; groom building surroundings; perform winter snow removal.

Monitor custodial supplies and inventory; assure proper inventory of materials and equipment such as chemicals, cleaning supplies, light bulbs etc.

Perform seasonal facility maintenance tasks such as floor stripping and refinishing, shampoos carpet, etc.

Provide regular attention to detail to all facility working conditions and equipment to provide a safe and clean environment for patrons and employees.

Replace burned out lamps; buff, dust, wax, wash, and polish floors removing scuff marks, heavy dirt, scratches etc.; Vacuum rugs; wash and clean walls, door frames, doors, counters, mirrors and glass; empty and clean waste receptacles; clean and sanitize rest room sinks and bowls; wash windows; perform related tasks as needed to maintain clean and attractive facilities.

Perform general facility security tasks; attend special events and activities as required; assure that rooms, offices, and various city areas are locked and secure; may provide access to various authorized groups which have scheduled use of facilities, rooms, and equipment.

This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. No previous education or experience required.

2. Special Qualifications:

Valid Utah Class D Drivers License preferred

3. Knowledge, Skills and Abilities:

Knowledge of practices, tools, equipment and materials used in custodial work; knowledge of safety practices of custodial work and use of cleaning agents and equipment; knowledge of hazardous materials policies, procedures and safety regulations; knowledge Safety Data Sheet (SDS).

Ability to operate tools and equipment used in custodial work; ability to follow oral and written instructions; ability to perform heavy lifting and other duties requiring moderate physical strength. Ability to complete a daily routine as specified.

Ability to develop working relationship with co-workers and supervisor(s) and be able to work independently. The ability to listen to and understand information and ideas presented through spoken words and sentences.

Ability to effectively communicate and work as a team, help other employees and the public; must be able to recognize unacceptable conditions and correct them with minimum direction.

4. Working Conditions:

Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting (0-60 lbs.) etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Part Time General Pay Plan	EEO-4 Class:	Serv/Maint
Location:	Facilities	EEOP Class:	Serv/Maint
Group/BU:	Part Time General Pay Plan	Tech-Net Match:	n/a