

### **Full-time Assistant Custodian Position**

Yellow Medicine County is hiring a full-time Assistant Custodian to clean facilities and provide grounds keeping services with the primary work location being Granite Falls. Minimum requirements: High School Diploma or GED and custodial and grounds maintenance experience. Starting pay range is \$17.58/hour-\$24.35/hour, DOQ, 40 hours per week (evening hours). Excellent benefits. Must possess a valid driver's license. The position is open until filled with the first review of applications on May 30, 2024. Send county application to Human Resources, 180 8<sup>th</sup> Ave., Granite Falls, MN 56241. Application and job description are available at [www.co.ym.mn.gov](http://www.co.ym.mn.gov). Inquiries call 320-564-5841. EOE.

# Assistant Custodian



Department/ Division:	Maintenance
Supervisor:	Facilities Manager
Supervision:	Non-Supervisory
Union Status:	Union: AFSCME Courthouse
FLSA Status:	Non-Exempt
Revision Date:	May 2023
Prepared by	DDA Human Resources, Inc.

## **General Definition of Work**

Performs work in the care, cleaning and maintenance of buildings, facilities and grounds to keep County facilities clean, safe and attractive.

## **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **Duties and Responsibilities**

### **Essential Functions**

- A. Sweeps, mops, vacuums, etc. assigned areas; assists with stripping and waxing floors.
- B. Mows lawns; trims trees and shrubs.
- C. Sanitizes high touch areas.
- D. Collects and removes trash and recycling from buildings and grounds.
- E. Cleans windows and glass doors.
- F. Vacuums and cleans carpeted areas.
- G. Cleans bathroom floors, walls, and fixtures; refills bathroom supplies.
- H. Clears sidewalks of ice and snow; thaws frozen roof drains.

### **Additional Functions**

- A. Attends trainings and meetings.
- B. Performs other duties as assigned or apparent.

## **Qualifications**

### **Minimum Qualifications**

- A. High School Diploma or equivalent.
- B. Some custodial experience required.
- C. Valid driver's license.

### **Knowledge, Skills and Abilities**

- A. Working knowledge of cleaning and maintenance methods, materials, and equipment.
- B. Ability to follow oral and written instructions.

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- C. Ability to physically operate and maintain a variety of cleaning and maintenance tools, equipment, and machines.
- D. Ability to operate all equipment and perform all work assignments in conformance with safety requirements.
- E. Ability to establish and maintain effective working relationships.
- F. Ability to perform work subject to general instructions and standardized practices and procedures with supervision of progress and results.

## **Physical Demands & Working Conditions**

- A. Must be able to perform moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).
- B. Environmental conditions include heat, cold, toxic chemicals, dust, noise, odors and other related occupational hazards associated with property management

## **Equipment Utilized**

- A. Cleaning and maintenance equipment and supplies.

This document does not create an employment contract, implied or otherwise. The County Board, County Administrator or appropriate Elected Official retains the discretion to add duties or change the duties of this position at any time.

Yellow Medicine County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.