



## **Custodian**

**DEPARTMENT:** Public Works  
**DIVISION:** Facilities Maintenance  
**SUPERVISOR:** Facilities Maintenance Supervisor  
**CLASSIFICATION:** Non-Exempt (overtime eligible)  
**UNION:** Yes  
**CONFIDENTIAL:** No

### **POSITION SUMMARY**

This position is responsible for a wide range of custodial duties around multiple City facilities.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Public Works Facilities Maintenance Supervisor.

### **SUPERVISION EXERCISED**

No supervision exercised.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

**CITY HALL DOWNSTAIRS** – 265 Strand Street, St. Helens

**REGULAR TASKS** – Service two (2) days per week

- Clean all entrance doors (outside/inside)
- Remove cobwebs around entrances and porch lights
- Clean glass in office doors and interior office windows
- Clean and disinfect Columbia Room surfaces and chairs
- Clean and disinfect benches and counters in front lobby
- Clean and disinfect surfaces in copier/mailroom
- Disinfect common area light switches
- Kitchen:
  - Clean and disinfect sink, countertops, and table
  - Clean and disinfect high-touch kitchen surfaces, specifically refrigerator, microwave, appliances, and faucet and faucet handles
- Bathrooms:
  - Clean doorknobs, faucet, and paper towel dispenser handles
  - Clean and disinfect partition walls
  - Clean and disinfect toilets, toilet seats, and urinals
  - Clean restroom fixtures and all door handles
  - Refill all dispensers as needed from stock
  - Sweep floors and then mop with disinfectant
- Vacuum carpeted areas and spot clean where needed
- Clean and mop vinyl floors in copy room

- Gather all garbage where able and place in dumpster for disposal
- Clean and disinfect all doorknobs and handles
- If specific offices/areas are locked, do not enter or clean that office/area
- Check and lock building doors upon completion of work

#### **WEEKLY TASKS**

- Clean and disinfect the surfaces that people regularly touch such as phones, lamps, keyboards, fax machines, copiers, staplers, etc.
- Clean and wipe down inside microwave and refrigerator
- Take cardboard recycling out to cardboard dumpster in alley

#### **QUARTERLY TASKS**

- Clean outside of desk trashcans
- Dust vents, handrails, windows sills, picture frames, blinds, and shelves
- Check upholstery of office/desk chairs and conference room chairs and clean, if needed
- Clean interior of windows that are on the exterior of the building
- Deep clean bottle refilling /drinking fountain station.

#### **CITY HALL UPSTAIRS – 265 Strand Street, St. Helens**

##### **REGULAR TASKS – Service two (2) days per week**

- Sweep/vacuum stairs
- Clean and disinfect stair railing
- Clean glass windows of office doors
- Clean and disinfect St. Helens Room conference table and chairs
- Clean and disinfect Engineering lobby table and chairs
- Disinfect common area light switches
- Clean standing-height table next to printer
- Kitchen:
  - Clean and disinfect sink
  - Clean and disinfect high-touch kitchen surfaces, specifically refrigerator, microwave, bottle refiller, cabinet handles, appliances, and faucet and faucet handles
- Bathrooms:
  - Clean doorknobs, faucet, and paper towel dispenser handles
  - Clean and disinfect partition wall in women’s restroom
  - Clean and disinfect toilets, toilet seats, and urinals
  - Clean restroom fixtures and all door handles
  - Refill all dispensers as needed from stock
  - Sweep floors and then mop with disinfectant
- Vacuum carpeted areas and spot clean where needed
- Gather all garbage where able and place in dumpster for disposal

- Clean and disinfect all doorknobs and handles
- If specific offices/areas are locked, do not enter or clean that office/area

#### **WEEKLY TASKS**

- Clean and disinfect the surfaces that people regularly touch such as phones, lamps, keyboards, fax machines, copiers, staplers, etc.
- Clean and wipe down inside microwave and refrigerator

#### **QUARTERLY TASKS**

- Clean stair surfaces
- Clean outside of desk trashcans
- Dust vents, handrails, windows sills, picture frames, blinds, and shelves
- Check upholstery of office/desk chairs and conference room chairs and clean, if needed
- Clean interior of windows that are on the exterior of the building

#### **UTILITY BILLING AND MUNICIPAL COURT – 275 and 277 Strand Street, St. Helens**

##### **REGULAR TASKS – Service two (2) days per week**

- Clean all entrance doors (outside/inside)
- Remove cobwebs around entrances and porch lights
- Clean and disinfect Court Room surfaces and chairs
- Clean inside window area surrounding front doors
- Clean glass in courtroom door, office doors, and interior office windows
- Bathrooms:
  - Clean and disinfect toilets, toilet seats and urinals
  - Clean and disinfect restroom fixtures and all door handles
  - Dust overhead fan
  - Refill all dispensers as needed from stock
  - Sweep floors and then mop with disinfectant
- Vacuum carpeted areas and spot clean where needed
- Gather all garbage where able and place in dumpster for disposal
- Dust blinds and windowsills
- Clean all doorknobs and handles
- Clean and disinfect front counters
- If specific offices/areas are locked, do not enter or clean that office/area
- Check and lock building doors upon completion of work

**RECREATION CENTER – 1810 Old Portland Road, St. Helens**

**REGULAR TASKS – Service one (1) day per week**

- Bathrooms:
  - Clean and disinfect toilets, toilet seats, and urinals
  - Clean and disinfect restroom fixtures and all door handles
  - Refill all dispensers as needed from stock
  - Clean floors
  - Clean and disinfect drinking fountain
- Gym:
  - Sweep floors
  - Clean mirrors
- Sweep and mop floors in front area
- Gather all garbage where able and place in dumpster for disposal
- Check and lock building doors upon completion of work

**MONTHLY TASKS**

- Deep clean drinking fountain
- Deep clean gym floors

**COMMUNITY CENTER – 2625 Gable Road, St. Helens**

**REGULAR TASKS – Service one (1) day per week**

- Bathrooms on both sides:
  - Clean and disinfect toilets, toilet seats, and urinals
  - Clean and disinfect restroom fixtures and all door handles
  - Refill all dispensers as needed from stock
  - Sweep and mop floors
  - Clean and disinfect drinking fountain
  - Clean glass doors weekly
- Kitchen side of complex:
  - Sweep floors (mop as needed)
- Stage side of complex:
  - Sweep and mop floors
- Gather all garbage where able and place in dumpster for disposal
- Gather all recycling and place in appropriate container for recycling
- Check and lock building doors upon completion of work

**MONTHLY TASKS**

- Deep clean drinking fountain

**POLICE STATION – 150 S. 13<sup>th</sup> Street, St. Helens**

Service anytime except thirty minutes before or thirty minutes after 6:00 AM; 2:00 PM, and 10:00 PM.

**REGULAR TASKS – Service five (5) days per week**

- Bathrooms:
  - Clean and disinfect toilets, toilet seats, urinals, and shower
  - Clean and disinfect restroom fixtures and all door handles
  - Refill all dispensers as needed from stock
  - Sweep and mop floors
  - Dust air vents and walls
- Clean all entrance doors (outside/inside)
- Vacuum carpeted areas and spot clean where needed
- Gather all garbage from within building and garage where able and place in dumpster for disposal
- Remove cobwebs around entrances and porch lights
- Clean and disinfect kitchen countertops and microwave
- Clean and disinfect all doorknobs and handles
- If specific offices/areas are locked or closed, do not enter or clean that office/area
- Clean and disinfect main entry counter surfaces
- Clean inside and outside of main entry windows
- Sweep and mop main entry floors
- Check and lock building doors upon completion of work

**PARKS SHOPS – 475 N. 18<sup>th</sup> Street, St. Helens**

**REGULAR TASKS – Service one (1) day per week**

- Bathrooms:
  - Clean and disinfect toilets and toilet seats
  - Clean and disinfect restroom fixtures and all door handles
  - Sweep and mop floors
- Vacuum carpeted areas
- Gather all garbage where able and place in dumpster for disposal
- Clean and disinfect countertops in office area
- Check and lock building doors upon completion of work

**WASTEWATER TREATMENT PLANT – 451 Plymouth Street, St. Helens**

**REGULAR TASKS - Service one (1) day per week**

- Bathrooms:
  - Clean and disinfect toilets, toilet seats and urinals

- Clean and disinfect restroom fixtures and all door handles
- Sweep and mop floors
- Lab Area:
  - Only sweep/mop floor, vacuum rugs. **Do not clean anything else.**
- Clean all entrance doors (outside/inside)
- Vacuum carpeted areas and spot clean where needed
- Gather all garbage where able and place in dumpster for disposal
- Remove cobwebs around entrances and porch lights
- Clean and disinfect all doorknobs and handles
- If specific offices/areas are locked, do not enter or clean that office/area
- Clean and disinfect kitchen countertops and fixtures
- Clean inside and outside of fridge and microwave
- Dust all walls and ceilings when needed
- Check and lock building doors upon completion of work

**COLUMBIA LEARNING CENTER – 375 N. 18<sup>th</sup> Street, St. Helens**

**ENTIRE BUILDING**

**Regular Tasks**

- Check and lock building doors upon completion of work

**Monthly Tasks**

- Spot clean carpets
- Clean ledge by the library front desk
- Clean interior glass windows as needed

**COMMON AREAS – Lobby, Restrooms, Armstrong Room, and Auditorium**

**Regular Tasks – five (5) days per week**

- Clean and disinfect all door handles for the bathrooms and stalls
- Clean and disinfect sinks, toilets, and urinals
- Clean and disinfect bathroom fixtures – changing tables, baby seats, dispensers
- Refill all dispensers as needed from stock – towels, toilet paper, air freshener, soap, seat covers, stall trash can liners in women’s room
- Clean restroom mirrors
- Clean restroom floors
- Check and lock building doors upon completion of work
- Clean all exterior/interior doorknobs, handles, and entry keypads
- Clean and disinfect drinking fountain

**Twice Weekly Tasks**

- Gather all garbage and place in dumpster for disposal including large cans on the porch

**Weekly Tasks**

- Vacuum carpeted and vinyl meeting areas (except Auditorium)

- Sweep walkways around exterior garbage cans at entrances

### **Monthly Tasks**

- Clean all glass entrance doors to building and meeting rooms
- Clean Armstrong Room sink and replenish towels and soap
- Vacuum carpeted and vinyl areas in Auditorium

### **LIBRARY**

#### **Regular Tasks – five (5) days per week**

- Family bathroom in library
  - Clean and disinfect all door handles
  - Clean and disinfect sink and toilet
  - Clean and disinfect bathroom fixtures – changing table, baby seat, dispensers
  - Clean restroom mirrors
  - Clean restroom floors
- Clean all doorknobs, handles, and entry keypads
- Check and lock building doors upon completion of work

#### **Twice Weekly Tasks**

- Gather all garbage and place in dumpster for disposal
- Gather recycling from office containers and place in large main recycling bin in locked enclosure outside

#### **Weekly Tasks**

- Vacuum carpeted areas

#### **Monthly Tasks**

- Clean the glass entrance doors to the library
- Clean and disinfect staff kitchen sink and replenish towels and soap

### **CET OFFICES AND MAKERSPACE – Southern Wing of the Building**

#### **Regular Tasks – five (5) days per week**

- Clean and disinfect all doorknobs and handles

#### **Twice Weekly Tasks**

- Gather all garbage and place in dumpster for disposal
- Gather recycling from office containers and place in large main recycling bin in locked enclosure outside

#### **Monthly Tasks**

- Clean all glass doors
- Vacuum carpeted and vinyl meeting areas
- Clean and disinfect makerspace sink and replenish towels and soap

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- a. Completion of high school diploma or GED equivalent.
- b. One (1) year of progressively responsible work experience in custodial maintenance in a public or commercial building or institution.
- c. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for one (1) year of experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- a. Strong interpersonal skills, with demonstrated success in working with people.
- b. Strong communication skills, both verbal and written, including the ability to communicate effectively and remain calm and courteous.
- c. Ability to work both independently and in a collaborative team environment.
- d. Commitment to public service and community.
- e. Ability to adhere to safety and confidentiality policies.
- f. Ability to exercise sound judgment while upholding high integrity and ethical standards.
- g. Strong organizational skills.
- h. Demonstrated problem-solving skills.
- i. Ability to handle multiple tasks, often with overlapping or time-sensitive deadlines.
- j. Strong attention to detail.
- k. General Microsoft office skills to use computer for email and timekeeping.
- l. Ability to work with minimal supervision.
- m. Proficient knowledge of cleaning equipment and agents.
- n. Available to work after hours as needed. Position may begin early in the day and potentially into the early evening hours depending on facility needs.
- o. Resilient to cleaning agents and chemicals.
- p. Ability to lift and carry up to 50 pounds.
- q. Comfortable squatting, twisting, bending, and kneeling while using tools and performing maintenance tasks.
- r. Possess working knowledge of methods, technique, and materials used in custodial work.
- s. Ability to climb ladders and work from heights, if necessary.

### **SPECIAL REQUIREMENTS**

- Must possess a valid driver's license.
- Must pass CJIS training and background check.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, and stoop. The employee is required to use hands to finger, handle, or operate objects, tools, or controls and reach with hands and arms. Duties involve moving materials weighing up to 20 pounds on a regular basis and infrequently weighing up to 50 pounds. Close vision, color vision, peripheral vision, depth perception, low-light vision, and ability to adjust focus are required. The employee is required to hear and talk.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is typically performed in an office/laboratory environment and exposure to video display terminals occurs on a regular basis. The noise level in the work area is typical of most office environments telephones, office equipment, personal interruptions, and background noises but may be moderately loud depending on the activities in the space.

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## EMPLOYEE ACKNOWLEDGMENT

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Custodian** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

**Signatures:**

\_\_\_\_\_

Custodian

\_\_\_\_\_

Date

Print Name: \_\_\_\_\_

\_\_\_\_\_

Facilities Maintenance Supervisor

\_\_\_\_\_

Date