



WALLER COUNTY JOB ANNOUNCEMENT



Position Title:	Custodian			
FLSA Status:	NON-EXEMPT	Min. Pay Rate	\$15.00	

Summary:

The **custodian** will provide routine housekeeping duties in an assigned area. and turn off lights. Follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds. Qualifications: * Ability to read and understand instructions for cleaning, maintenance, and safety procedures. Will need to do **a back ground check** as well. Will be Driving a County Vehicle.

Essential Functions:

1. Keeps building and property in clean and orderly condition
2. Sweeps, mops, vacuum floors.
3. Gathers and empties trash
4. Dust furniture, walls and equipment.
5. Scrubbing and sanitizing restroom facilities
6. Cleans windows, mirrors, with soap and other cleaners
7. Follows procedures for the use of chemical cleaners to prevent damage to floors and fixtures and from creating a safety hazard
8. Drives county vehicles required to travel and preform cleaning duties at assigned locations
9. Documents work progress and issues arising throughout scope of project.
10. Performs related duties as required by supervisor, but not limited to.

Minimum Qualifications:

1. Must have a high school diploma.
2. Must have two years' work experience.
3. Must have a valid Texas driver's license.
4. Must be able to pass a background check.

Knowledge, Skills and Abilities:

1. Ability to communicate with diverse groups of individuals utilizing tact and diplomacy.
2. Ability to establish and maintain effective working relationships with co-workers, County employees, other agencies and the general public.
3. Knowledge of standard cleaning methods and procedures.
4. Ability to stand, walk, bend for many hours.
5. Knowledge of occupational hazard safety rules.

Benefits:

1. Health Insurance
2. Dental/Vision Insurance
3. Paid Holidays
4. Paid Vacation
5. Retirement Plan

Applications are available at the Waller County Maintenance Department 926 Bremond Street, Hempstead, TX 77445 or by email B.Knight@wallercounty.us.

Texas or on the Waller County website at www.co.waller.tx.us. Waller County is an equal opportunity employer and does not discriminate based on race, color, religion, age, sex or handicap.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Candidates whose disabilities make them unable to meet these requirements will still be considered qualified if they can perform the Essential Functions of the job with reasonable accommodation.