

## Custodian



Employee Classification: Part-time, Non-Exempt (hourly)  
Hours per Week: 20-28 Hours

HALL COUNTY AIRPORT AUTHORITY  
October 10, 2013;  
Revised April 21, 2016

### **HOURS:**

- Position is minimum of 20 hours, maximum of 28 hours per week.
- Hours will vary weekly between the hours 4:00-12:00 pm

### **DESCRIPTION:**

Perform a full range of custodial duties related to the care, maintenance, and cleaning of assigned buildings and facilities for the Hall County Airport Authority. Schedule will vary according to airline schedules.

### **EXAMPLE OF DUTIES:**

Regular attendance that is punctual and dependable is required.

Display honest, trustworthy, and ethical behavior when dealing with internal and external customers. Establish and maintain cooperative working relationships with those contacted in the course of work.

Sweep, mop, scrub, wax, strip and polish floors, vacuum carpets.

Dust and polish furniture, woodwork, fixtures and equipment.

Dust and clean blinds.

Wash windows, mirrors and walls.

Clean desks, tables and countertops.

Empty, clean and sanitize waste receptacles.

Clean and disinfect restrooms, replenish and maintain restroom supplies.

Set up rooms for special meetings or events.

Replace light bulbs, clean light fixtures; identify and report need for ballast replacement.

Requisition and maintain custodial supplies and equipment.

May perform a variety of grounds maintenance tasks to include snow removal from sidewalks.

Notify supervisor of any major repairs needed for major operating systems.

Perform related duties as assigned.

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

#### **Knowledge of:**

Methods, materials, tools and equipment used in custodial work.

Safe work practices.

The configuration of the assigned facilities.

Areas or equipment which may be dangerous to work near.

**Ability to:**

Wear safety and/or personal protective equipment.

Clean and care for assigned areas and equipment.

Understand and carry out oral and written instructions.

Read and follow instructions when preparing cleaning solutions/chemicals.

Operate and use equipment and tools necessary for performing work.

Work in both outdoor and indoor environmental conditions.

Must have use of arms and legs.

Must be able to recognize and distinguish colors.

Work independently with little or no supervision.

**TRAINING, EDUCATION AND EXPERIENCE:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Working knowledge and cleaning experience in a commercial setting is preferred; and experience with floor care equipment such as high and low speed buffers, carpet extractor, auto scrubber and floor scrubber is preferred.

Training: Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**LICENSES/CERTIFICATIONS/REGISTRATIONS REQUIRED:**

Possession of, or ability to obtain and maintain, an appropriate, valid driver's license and personnel transportation is required.

Complete the driver's safety course.

Complete a background security and criminal history investigations as required by the TSA's regulations.

**PHYSICAL REQUIREMENTS:**

Activities:

Sitting: Occasional  
Standing: Continuous  
Walking: Continuous  
Reaching: Frequent  
Climbing stairs: Occasional  
Bending: Frequent  
Squatting: Frequent  
Kneeling: Frequent  
Twist/Turn: Frequent  
Simple Grasping: Occasional  
Fine Manipulation: Occasional  
Handling: Frequent

Lifting:

Waist Level 50# Occasional  
Chair to Floor 60# Occasional  
Above Shoulder 30# Occasional  
  
Push/Pull: 75# up to 50 ft.

Carry:

Right 60# Occasional  
Left 60# Occasional

Use of Feet:

Foot Controls  
Right Occasional  
Left Occasional

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direct supervision from the Assistant Operations Manager.

Exercises no supervision.