



Job Description:
BUILDING ATTENDANT
Department: Public Service

Employment Status: Full-Time
Reports To: Facility Maintenance Supervisor

FLSA Status: Non-Exempt
Approved: 10/08/21

GENERAL STATEMENT OF DUTIES:

Custodial position associated with the broad spectrum of work in the housekeeping industry.

DISTINGUISHING FEATURES OF THE POSITION:

Position is responsible for the utilization of proper procedures, chemical and equipment the process of cleaning City facilities. Position works independently in completing assigned tasks. Work is then reviewed by supervision through observation and inspection for the conformance with established standards and procedures. Attendance is a critical function of this position.

EXAMPLES OF WORK: (Illustrative Only)

- Dust mop, damp mop, and wet mop hard floor surfaces;
- Spray buff hard floors utilizing high speed equipment;
- Wash walls, baseboards and windows;
- Vacuum mats, carpet and upholstery;
- Bonnet clean carpet;
- Shampoo carpet and upholstery utilizing the extraction method;
- Clean and disinfect restroom facilities, office handles, push plates and kick plates, waste receptacles;
- Change light bulbs working from 5' to 10' ladder;
- Perform general and detailed dusting of all surfaces;
- Empty trash receptacles sorting recyclable trash from non-recyclable trash;
- Clean and disinfect mops, mop buckets and all equipment;
- Maintain proper inventory levels of supplies;
- Provide good customer service for both internal and external customers;
- Maintain proper security of facilities at all times and notifies the proper authorities in the event of an emergency;
- Participates in minor maintenance activities such as unstopping clogged plumbing, cleaning filters;
- Sometimes may work in a team situation;
- Maintain a neat and professional appearance;

- Regular and predictable on-site attendance required;
- Perform related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to grasp, lift and maneuver hand tools, power tools, equipment and materials, of various weights and sizes, in a manner which is safe and effective in the performance of work; ability to understand and follow written instructions, labels, and hazard notices; knowledge of basic math; ability to understand, follow, and communicate oral instructions; ability to exercise alertness and judgement to report possible hazards; and adequate physical condition to perform position duties. Must have and maintain a valid Ohio Driver's License and be able to safely operate City vehicles and other motorized equipment.

ACCEPTABLE EXPERIENCE AND TRAINING:

Experience in janitorial or related custodial work; high school graduate-level of education; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Job Description Approved by: _____



Date: _____

10/8/21