


Franklin, Virginia	
Title: Custodian	
Status: Non-Exempt	

Summary Objective

The purpose of this job is to assist in the cleaning and maintenance of the City facilities.

This class works under close to general supervision according to set procedures but determines how or when to complete tasks.

Essential Functions


The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Cleans the interior of City buildings which includes vacuuming floors, cleaning bathrooms, emptying trash cans, cleaning office and conference rooms, mopping floors, washing windows, and cleaning doors and walls.
- Assist with general building maintenance duties, lifting boxes and other moving duties.
- Empties garbage and trash containers on a regular basis; keeps containers clean and sanitary. Maintains the cleanliness of walls, windows, and furniture as needed by washing, dusting, waxing, or buffing.
- Maintains the restrooms in a clean and sanitary manner in order to promote hygiene; replaces soap, toilet tissue, paper towels, etc. as necessary.
- Communicates verbal and written information with immediate supervisor and the public in order to provide assistance, receiving instructions, exchange information, and complete daily job-related activities.
- Utilizes a variety of tools and equipment in the performance of job including brooms, mops, cleaners, buffers, keys, disinfectants, insecticides, vacuums, carpet cleaners, scrubbers, etc.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

- High School graduation or GED equivalent.
- One (1) year of experience conducting semi-skilled building maintenance work or an equivalent combination of education, training and experience.

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Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

Unavoidable Hazards (Work Environment):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.

Special Certifications and Licenses:

- Must possess and maintain a valid state driver’s license with an acceptable driving history.

Americans with Disabilities Act Compliance


The City of Franklin is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

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Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

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