



Custodian Janitor

DeSoto County Sheriff's Office
208 East Cypress Street
Arcadia, Florida 34266

Class Code: 400

Revised 11/06/2018

SALARY RANGE \$26,750.00

GENERAL DESCRIPTION OF DUTIES:

The custodian/ janitor of the DeSoto County Sheriff's Office shall be responsible for the custodial services of the DeSoto County Sheriff's Office building and grounds. Under moderate supervision, the custodian/ janitor shall perform janitorial duties that involve cleaning and sanitizing the DCSO buildings and grounds. Custodial/ janitor work may involve a variety of physical demands. DCSO Custodian. Janitors must have the ability to perform related tasks as required.

The DeSoto County Sheriff's Office affirms and adopts all requirements for law enforcement as set in section 943.13 F.S.

ATTENDANCE:

- Attendance is a mandatory and essential job function. Employees must show up to work and leave work on time.
- Employees must limit breaks and lunches to the allotted time pursuant to General Orders. Employees will be allowed a one-hour lunch break each day, along with two 10-minute breaks which are to be split between morning and afternoon.
- Employees are to use annual and sick time in accordance with G. O. 2.006, and provide required and proper notice of leave to their supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate effectively verbally and in writing.
- Skill in coordinating several activities at once.
- Ability to maintain concentrated visual attention to detail for an extended period of time.
- Ability to prioritize and exercise good judgment under stressful circumstances.
- Ability to identify suspicious activities.
- Ability to maintain information as extremely sensitive and confidential.
- Ability to meet and deal tactfully and courteously with fellow employees, vendors, contractors, and the public.
- Ability to perform various clean-up and maintenance tasks as needed.
- Ability to update inventories and other supplies as needed.
- Knowledge of basic cleaning, to include: vacuuming , sweeping, mopping, dusting, wiping, garbage collection, and bathroom specific cleaning.

- Thorough knowledge of occupational hazards and corresponding safety precautions necessary for the safe performance of duties, such as not mixing certain chemicals, and using proper equipment for the right job.
- Basic knowledge of equipment used in the performance of daily duties.
- Knowledge of cleaning techniques and procedures.
- Ability to safely operate and maintain grounds maintenance equipment.
- Ability to keep Cleaning safety sheet logs and follow directions on labels of cleaning supplies, etc.
- Ability to provide preventative maintenance on all tools and machinery used in custodial and grounds keeping duties.
- Ability to perform physical labor, and to perform outside work such as cleaning walkways.
- Ability to understand written and oral instructions as well as follow directions on various cleaning chemicals.

TASKS:

- Determines material, equipment, and supplies to be used. Transfers equipment from one project to another as required.
- Does general repairs such as painting, patching walls, security hardware, hanging shelves, coordinating moving of office furniture and coordinating landscaping projects.
- Supervises (if required) and works with inmates while performing duties in all buildings occupied by the DeSoto County Sheriff's Office or other buildings designated by the Sheriff or his Designee.
- Performing ground maintenance duties on grounds designated as being under the control of the DeSoto County Sheriff's Office or grounds as designated by the Sheriff.
- Being responsible for the inspecting all records pertaining to the custodial functions of the DeSoto County Sheriff's Office.
- Being responsible for inspecting accurate inventory of all janitorial supplies.
- Being responsible for preparing requisition forms for cleaning supplies for presentation to the designated supervisor.
- Being responsible for all custodial and maintenance equipment related to job.
- Perform other duties as assigned by designated supervisor or administrator of higher rank.
- Arranges desks, filing cabinets and other office equipment.
- Sanitizing sweeping, dusting, mopping, washing, vacuuming, polishing, and waxing floors. Cleans windows, woodwork, furniture and equipment.
- Cleaning toilet facilities and keeps restrooms supplied with towels, soap, and other items. Collecting and disposing of trash from buildings and grounds.
- Cleaning all offices, lobbies, bathrooms, coffee room, copy rooms, squad rooms, hallways, visitation building areas-inside and outside, and keeps them free of clutter and trash in all Desoto County Sheriff's Office buildings and grounds.
- Performs unskilled maintenance work.

POLICIES:

- Volume of work accomplished is consistent with position requirements and produced within quality tolerance standards.
- Works with other team members to achieve group goals by contributing ideas in group settings, accepting ideas contributed by others, operating within team rules, participating in team activities (meetings, committees, boards) working with team members to improve job knowledge and skills, putting team goals over personal goals, and supporting team leaders once decisions are made.
- Follows standard office procedures, safety policies and procedures and Agency General Orders.
- Operates and cares for equipment, tools, and vehicles according to prescribed standards and schedules .

- Successfully completes all assignments to specifications, within specified timeframes.
- Performs other related duties as requested and or required.
- Maintains good interpersonal relations (the manner in which the employee responds emotionally and verbally) with the public, other employees, and supervisors. This police also relates to image the employee projects and includes cleanliness, proper professional attire, which is position appropriate, and personal grooming.
- Maintains confidentiality of information learned or acquired as part of the position.

PHYSICAL ABILITIES:

- Job may require Intermittent performance of moderately physically- demanding work, typically involving some combination of reaching, bending, stooping, kneeling, crouching, and climbing.
- Job may involve lifting 50 pounds or more, carrying, pushing, and/or pulling.
- Tasks may also involve standing, or sitting for long periods of time.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent (GED) required.
- Valid Florida driver license required.
- Ability to reason: Must be able to confront and solve basic practical issues and problems.
- Transportation to and from work.

NOTE:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The DeSoto County Sheriff's Office does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, veteran status, marital status, familial status, sexual orientation/preference, gender identity, gender expression, political beliefs, disability/handicap, genetics or any other characteristics protected by local, state, or federal law in employment or the provision of service.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.