

# York County Job Description

**Job Title:** Custodial Worker

**Revision Date:**

**Status:** NE

**Full time**  **Part time**

**Department No:** 04

**Department Name:** Facilities Mgmt.

**Reports to:** Custodial Supervisor

**Supervisors Name:**

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## POSITION SUMMARY

Responsible for the daily operations and custodial maintenance of buildings and grounds for the County of York, while providing support and assistance to the County departments, under direct supervision of the Maintenance Supervisor and/or Facilities Director.

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## ESSENTIAL REQUIREMENTS, DUTIES, AND RESPONSIBILITIES

1. Monitor and maintain interior and exterior building areas for cleanliness standards.
2. Perform basic custodial tasks if necessary as directed:
  - a. **Restrooms** – clean and sanitize all walls, fixtures, partitions, floors and ceilings with approved cleaning methods.
  - b. **Office Areas** – dust, vacuum carpets, mop floors, clean and sanitize counter tops, dust desks, empty trash and recycle containers, clean walls, doors and windows with approved cleaning methods.
  - c. **Break Areas** - dust, vacuum carpets, mop floors, clean and sanitize counter tops, dust desks, empty trash and recycle containers, clean walls, doors and windows with approved cleaning methods.
  - d. **Elevators** – dust, vacuum, clean walls and ceiling fixtures with approved cleaning methods.
  - e. **Main Lobby Area** - dust, vacuum carpets, mop floors, clean and sanitize counter tops, dust desks, empty trash and recycle containers, clean walls, doors and windows with approved cleaning methods.
  - f. **Public Atrium Areas** - dust, vacuum carpets, mop floors, clean and sanitize counter tops, dust desks, empty trash and recycle containers, clean walls, doors and windows with approved cleaning methods.
  - g. **Lower Level Holding Areas** - dust, vacuum carpets, mop floors, clean and sanitize counter tops, dust desks, empty trash and recycle containers, clean walls, doors and windows with approved cleaning methods.
  - h. **Parking Areas** – sweep and empty trash.
  - i. **Exterior Areas** – sweep sidewalks and curbs, empty exterior trash receptacles, clean exterior glass, remove weeds from exterior planter areas and wash down as directed exterior areas.
3. Properly and safely use related tools and equipment in the completion of assigned tasks.
4. Effectively monitor work areas and equipment areas for cleanliness and safety.
5. Assist in other departments and interact with co-workers as directed.
6. Participate in department group problem solving and quality improvement meetings.

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7. Understand and complete required paperwork and forms necessary for Work Requests, Safety Reports, Preventive Maintenance forms and other requested documents.
8. Properly interact with co-workers and public for informational purposes.
9. Utilize all safety practices and procedures when performing tasks and to report unsafe conditions or practices to Supervisor.
10. Understand, comprehend and comply with ALL York County policies and procedures as outlined in the Employee Handbook.
11. Emergency response outside of normal working hours as necessary and directed by Supervisor, to address issues of safety, security, and facilities operations.
12. Other reasonable duties as assigned by Supervisor.

Requirements are representative of basic knowledge, skills and abilities and can be revised to meet future needs of the department. To perform this job successfully, the incumbent will possess the ability to perform each duty proficiently, and comply with York County policies and procedures, as outlined in the Employee Handbook.

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**NON-ESSENTIAL DUTIES**

**These are additional duties that are required, although they may be assigned to another employee due to special circumstances.**

1. Assist in the inter-office delivery of supplies as directed by the Supervisor.
2. Assist in the delivery of satellite office supplies as directed by the Supervisor.
3. Assist in custodial duties for other buildings as directed by the Supervisor.

## PHYSICAL AND MENTAL JOB REQUIREMENTS

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Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

### 1. Schedule

- Full-Time                       Day Shift                       Weekends  
 Part-Time                       Evening Shift

### 2. Vehicle Operation Ability

- Driver License Not Required  
 Valid PA State Driver License Required  
 Valid PA State Driver License Required And Equipment Operation

### 3. Supervision Level

- Extremely Close Supervision  
 Moderate Supervision  
 Minimal Supervision

### 4. Initiation of Work

- Supervisor Will Direct to Next Task  
 Initiation Helpful, but Not Necessary  
 Must Initiate Own Work

### 5. Independence

- Supervisor Will Cue on a Frequent Basis  
 Ability to Complete Assignments with Moderate Oversight Required  
 Ability to Complete Assignments with Little Oversight Required

### 6. Work Routine

- Routine Never Varies; Structure is Tight  
 Occasional Routine Change; Generally Planned in Advance  
 Routine Changes Often; Little Structure to Task Sequence

### 7. Rate of Work

- Fast Pace  
 Moderate Pace  
 Slow Pace

### 8. Following Directions

- Full Understanding of Both Written and Verbal Instructions Required  
 Understanding of Verbal Instructions Only Required  
 Understanding of Written Instructions Only Required

### 9. Communication - English

- Excellent Verbal Communication Skills Necessary  
 Basic Verbal Communication Skills Necessary  
 Limited or No Verbal Communication Skills Necessary

**10. Functional Reading - English**

- Fluent Reading                       Recognition of Signs/Symbols  
 Simple Reading                       No Reading Skills Required

**11. Hearing**

- Ability to Hear Required  
 Hearing Not Required

**12. Seeing**

- 20/20 Vision with Corrective Eyewear  
 Limited Vision  
 Vision Not Required

**13. Functional Math**

- Complex Computational Skills (Accounting and Financial Skills)  
 Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)  
 Simple Counting Skills  
 No Mathematical Skills Needed

**14. Interaction with Customers**

- High Visibility, Frequent Interaction Required  
 High Visibility, Infrequent Interaction Required  
 Low Visibility, Frequent Interaction Required  
 Low Visibility, Infrequent Interaction Required  
 No Interaction Necessary

**15. Appearance Requirements**

- Compliance with Employee Dress Code - Uniform Required  
 Compliance Not Required due to Nature of Job

**16. Time**

- Must Tell Time to the Minute  
 Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

**17. Orientation (Familiarity with Surroundings)**

- Work Area                       Building Only  
 Room Only                       Several Blocks From Building

**18. Mobility Requirement**

- Mobility Within the Building  
 Mobility Within a Four-Block Radius  
 Driving Required

**19. Sitting**

- 75% - 100%                       25% - 50%  
 50% - 75%                       Less than 25%

**20. Standing**

- 75% - 100%                       25% - 50%  
 50% - 75%                       Less than 25%

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**21. Bending**

- Knees and Waist       Waist Only  
 Knees Only       No Bending Required

**22. Lifting**

- Greater than 30 lbs.       Less than 10 lbs.  
 10 - 30 lbs.       No Lifting Required

**23. Reaching**

- Greater than 6 Feet       Less than 2 Feet  
 2 - 6 Feet       Reaching Required

**24. Stair Climbing**

- No stairs       1-2 flights of stairs  
 3-5 flights       6 or more flights

**25. Ladder Climbing**

- No ladder climbing       Step stool to 3 feet  
 3 - 6 feet       8 feet or more

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities and duties required of the job incumbents.