

**Wasco County Soil and Water Conservation District**  
**Custodian**

Reports to: Facilities Manager/District Manager  
Employment Status: At-Will Employee  
FSLA Status: Non-exempt  
Wages: \$15 per hour

**General Position Purpose:**

This position exists to perform janitorial/custodial duties in the USDA Service Center. Work is performed under minimal supervision, after hours when building will most apt to be vacant and is reviewed primarily on the basis of results obtained.

Custodian will be an employee of the Wasco County Soil and Water Conservation District. As an employee, the Custodian will be required to follow and abide by District Policies. This position is part-time at 10 hours per week, Monday through Friday. There are no benefits attached to this position.

**Custodian Job Description**

The Custodian is responsible for a broad set of cleaning services and general upkeep in and around the USDA Service Center. The Service Center is comprised of 4 entities spread out in 4 main office spaces with 9 private offices, one breakroom, one conference room, two restrooms, one janitorial closet, and one main corridor joining all.

The majority of the work focuses on inside service with some weekly outside custodial maintenance such as keeping sidewalks and parking lots free of debris; seasonal responsibilities such as cleaning building entrances and power washing exterior surfaces are also possible. Other duties could be assigned outside of those enumerated in this job description.

**Essential Functions/Major Duties**

The primary purpose of this position is to provide custodial services for the USDA Service Center. Tasks are broken out in accordance with requirements set forth by federal leasing requirements and will be completed as noted:

**A. Twice Weekly Tasks**

1. General – common areas/Offices
  - Empty trash throughout the center and dispose of in outside dumpster
  - As needed: Replace trash can liners, clean and disinfect.
  - Spot vacuum carpets and rugs – emphasizing entrance areas and corridors.
  - Spot clean carpets as needed
  - Clean the drinking fountain
  - Clean glass entry doors – inside and out
  - Dust horizontal surfaces that are readily available and visibly require dusting.
  - Sweep floor in breakroom
2. Restrooms
  - Clean and disinfect bathroom toilets and urinals - including the exterior and base of toilets, and fixtures.
  - Sweep and damp mop restroom floors
  - Clean restroom mirrors
  - Clean sink and counter

- Replenish toilet paper supplies, replace rolls on receptacles if empty
- Check and refill soap dispenser as needed
- Check and refill hand towel dispenser as needed
- As needed: Replace trash can liner, clean and disinfect

3. Building Exterior

- Police sidewalks, parking areas, and driveway of loose refuse

**B. Weekly Tasks - Fridays**

1. General – common areas

- Sweep and mop breakroom floor
- Wipe down light switches and door handles

2. Exterior

- Sweep sidewalks and parking area of loose gravel – weather permitting
- Scout for obvious cobwebs and remove

**C. Monthly Tasks**

1. General – common areas/Offices

- Thoroughly dust furniture
- Completely sweep and vacuum carpets throughout service center.
- Sweep and clean janitorial room, inventory supplies
- Spot clean wall surfaces within 70” of the floor
- Dust ceiling for cobweb prevention

**D. Every Two Months Tasks**

1. General – common areas/offices

- Shampoo entrance rugs – as needed
- Clean window sills and frames

2. Restrooms

- Wipe and sanitize bathroom walls, sinks, counters, door handles, stall partitions, and other surfaces
- Wipe down corners and base boards
- Damp wipe waste basket – inside and out

**E. Three Times a Year Tasks**

1. General – common areas/offices

- Clean wall surfaces within 70” of the floor
- Thoroughly clean top and under vertical surfaces

**F. Twice a Year Tasks**

1. General – common areas/offices

- Wash interior and exterior windows and outer glass surfaces
- Mop and wax Breakroom and Restroom floors

**G. Annual Tasks**

1. General – common areas/offices

- Wash all venetian blinds – Dust 6 months after washing
- Vacuum dust from air vents and around light fixtures

## **Work Environment and Physical Requirements**

Work environment is primarily inside Service Center facilities and sometimes outside, both of which may include working in high places. Custodians are exposed to dirt, dust and cleaning solutions. Physical skill and sustained physical effort may be required for some of the custodial responsibilities; i.e., operating equipment, shoveling snow, etc. Job requires moderate strength and agility and typically requires balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping and repetitive motions. Lifting and carrying materials weighing up to 50 pounds occurs with varied frequency.

Work will be performed unsupervised, after hours at a designated time and certain seasonal tasks may also be required to be performed during normal work hours – or prior to the building opening for the day.

## **Background Screening**

The organizations in this building are entrusted with many varieties of sensitive and confidential information. For this reason the employee must be able to pass a Public Trust Background investigation conducted by the USDA, which entails fingerprinting and providing personal and confidential information. This service is conducted at no cost to the employee. The District also conducts regular DMV records checks to screen for serious violations.

Candidate may be hired prior to completion of the USDA background investigation and will perform custodial tasks under direct supervision of a District Staff member. An unfavorable adjudication of the USDA Public Trust Background investigation will result in immediate termination.

## **Supervisory Responsibility**

This job has no assigned supervisory responsibility.

## **Specific Job Skills**

- Use and potential hazards of cleaning agents including solvents, disinfectants, detergents and polishing agents and safe disposal of such agents;
- Tools and equipment commonly used in custodial work;
- Standard custodial practices, procedures and techniques.
- Able to work and communicate effectively with staff.
- Work alone and unsupervised after hours;
- Exercise judgment and initiative;
- Follow protocols and escalate as needed;
- Understand and follow broad and complex instructions.

## **Minimum Qualifications**

Must be at least 18 years of age and have a high school diploma or equivalent. A minimum six months of custodian experience is preferred but not required. Past experience in standard custodial practices, procedures and techniques is desirable.

## **Compensation**

Wage is based on hours worked at not less than 10 hours a week. There are no benefits – health insurance, annual leave, or paid holidays. After 3 months, unpaid sick leave is authorized at 1 hour for every 30 hours worked.