

WALKER COUNTY – MAINTENANCE DEPARTMENT

POSITION TITLE: Janitorial Assistant (Full-Time), *Maintenance Department*
SALARY GROUP: 101 (\$34,314-\$40,260)
DATE: 6/24/2025

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I. POSITION SUMMARY

Performs custodial work which involves cleaning and caring for county buildings and premises, and maintaining custodial equipment. Works under close supervision and receives ongoing direction from the janitorial supervisor. Performs duties stated below and other duties as assigned.

II. SOURCE OF SUPERVISION

This position reports directly to the Janitorial Supervisor.

III. RESPONSIBILITIES AND DUTIES:

- A. Provide friendly, proficient customer service to employees and citizens of the county.
- B. Complete all work in an efficient, respectful manner honoring the work area, the employees, the citizens, and the elected officials.
- C. Assist with the delivery of necessary inventory/supplies to various departments and facilities when possible.
- D. Have knowledge and skills to operate custodial equipment, use tools and chemicals safely in the work environment.
- E. Respect and maintain the security of offices, keys, facilities and work areas at all times.
- F. Assist in keeping buildings and grounds safe, orderly, clean and comfortable.
- G. Performs general custodial functions such as sweeping, mopping, dusting, and cleaning windows, light fixtures, carpet, etc.
- H. Performs minor restroom maintenance, replenishing supplies and applying cleaning chemicals as appropriate.
- I. Clean, dusts, and disinfects areas such as restrooms, offices, and other facilities.
- J. Cleans office furniture, walls, windows, and floors; and empties trash.
- K. Operates floor maintenance equipment including buffers, strippers, vacuums and extractors as applicable.
- L. May perform minor maintenance work and minor repair work on custodial equipment.
- M. May inspect building for cleanliness and report needed repairs as appropriate.
- N. Ensure the adherence to safe work practices and procedures.
- O. Perform other duties as assigned.

IV. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1) Minimum education required: High School Diploma or GED equivalent preferred.
- 2) Minimum two years of cleaning work experience preferred.
- 3) Knowledge of cleaning techniques and procedures.

B. Required Qualifications

Skills / Ability to:

- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships during course of work.
- Professional attitude and appearance required.
- Exceptional attendance, punctuality, and trustworthiness required.
- Skill in the use of custodial materials and chemicals, operation of custodial equipment, and minor maintenance repairs
- Be able to lift and carry 25 lbs.
- Able to carry trash out of facilities to be properly disposed of (i.e. dumpster)