



JOB DESCRIPTION

JOB TITLE:	Custodian	EMPLOYMENT STATUS:	Part Time
DEPARTMENT:	Human Resources	FLSA STATUS:	Click here to enter text.
REPORTS TO:	HR Director	SHIFT/HOURS	1 shift, 2-3 hours/day, 5 days/week
PAY GRADE:	Click here to enter text.	EFFECTIVE DATE	Click here to enter text.
REVISION	Click here to enter text.		

POSITION DESCRIPTION

The Custodian is responsible for performing a variety of cleaning duties. Incumbent is subject to overtime and callback as required by the Adair County Ambulance District.

PRINCIPAL ACCOUNTABILITIES/RESPONSIBILITIES

- Establish and maintain a specific cleaning schedule of ACAD facilities.
- Perform quality cleaning tasks to standards as established by the supervisor
- Maintains complete confidentiality of all medical, financial, and all other sensitive information.
- Performs other functions as directed.

QUALIFICATIONS AND SKILLS

Formal Education

- | | |
|--|---|
| <input checked="" type="checkbox"/> High School Diploma or GED | <input type="checkbox"/> Associate’s Degree |
| <input type="checkbox"/> Vocational School or some college courses | <input type="checkbox"/> Bachelor’s Degree |
| <input type="checkbox"/> Trade or Technical School | <input type="checkbox"/> Master’s Degree |

Work Experience

One year cleaning experience preferred.

Certification and Licensure

OT

Knowledge

- OT

Critical Skills

- Comprehension skills.
- Communication skills.
- Time management skills.
- Reading skills.

SPECIAL REQUIREMENTS

- | | |
|---|--|
| <input type="checkbox"/> Critical Position | <input type="checkbox"/> Shift Work |
| <input type="checkbox"/> Valid MO Driver’s License | <input checked="" type="checkbox"/> Overtime |
| <input type="checkbox"/> Public Driving Record | <input checked="" type="checkbox"/> On-Call |
| <input checked="" type="checkbox"/> Drug and Alcohol Test | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Other (Describe) | <input type="checkbox"/> Travel Outside of Normal Business Hours |

EQUIPMENT, TOOLS, MACHINES AND VEHICLES USED

- | | |
|-----------------------------|-----------------------------|
| <input type="checkbox"/> OT | <input type="checkbox"/> OT |
| <input type="checkbox"/> OT | <input type="checkbox"/> OT |
| <input type="checkbox"/> OT | <input type="checkbox"/> OT |
| <input type="checkbox"/> OT | <input type="checkbox"/> OT |

PHYSICAL REQUIREMENTS

Work requires physical effort such as standing for long periods and lifting or performing other work requiring physical exertion (up to 50 pounds) is a routine part of the job.

WORK ENVIRONMENT

Work is performed under normal working conditions as in a standard office environment, with most of the work is performed indoors. Work involves intermittent to occasional exposure to unpleasant working conditions or undesirable elements.

DISCLAIMER AND ACKNOWLEDGEMENT

This job description does not constitute an employment agreement between the Adair County Ambulance District and the employee. The job description is subject to change by the District as the needs of the employer and requirements of the job change.

Signatures of Approval:

Executive Director: _____ / / _____

Director Human Resources: _____ / / _____

Employee: _____ / / _____

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