



PARISH OF CADDO
Department of Human Resources
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:01/30/07
 Closing Date: 02/06/07
 Starting Rate: 8.45 hr.

Equal Opportunity Employer.

PERSONNEL CLASS SPECIFICATION

*REVISED:
 01/01/2005;01/01/06,01/01/07*

JOB TITLE: Custodian I

DEPARTMENT: Facilities & Maintenance/CCC

FLSA Status: Non-Exempt

HOURS: 5PM – 1AM Full time

SALARY RANGE: \$8.45 - \$12.70

GRADE: 6

Performs housekeeping tasks and replenishes supplies in parish buildings.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Performs general cleaning such as: scrub, mop, wax, polish, and strip floors, dust and polish furniture, wash windows, walls, woodwork, and restroom fixtures, moves equipment, empties wastebaskets, ashtrays, and other receptacles, sweeps and cleans walks and driveways.
- Distributes and replenish supplies, such as paper products and cleaning solutions.
- Custodians assigned to the Caddo Correctional Center will supervise the work of a crew of inmates in the area of housekeeping.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- Some experience in housekeeping is preferred.
- Interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to walk, stand and use hands to handle or feel objects, brooms, mops, buffers, vacuums and the like. The employee is occasionally required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee is required to lift objects weighing up to fifty (50) pounds.