



**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](http://www.caddo.org)

Date Posted:  
 Starting Rate:  
 Closing Date:

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

*REVISED:  
 03/01/2004;01/01/06,01/01/07*

JOB TITLE: Custodian II

DEPARTMENT: Facilities & Maintenance

FLSA Status: Non-Exempt

HOURS: 5:00 a.m. – 1:30 p.m. or  
 9:00 p.m. – 5:30 a.m.

SALARY RANGE: \$9.28 - \$13.94 / hour

GRADE: 8

Oversees custodial tasks in parish buildings and supervises a crew of custodians.

**DUTIES AND RESPONSIBILITIES**

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

- Supervises the work of a crew of custodians (or inmates when assigned to the Caddo Correctional Center) in the area of housekeeping. Evaluates performance of subordinates. Recommends new hires, promotions and other personnel actions.
- Reviews work in progress and ensures projects are completed in a safe and timely manner. Ensures proper and adequate materials are available. Maintains, orders and distributes supplies.
- May perform the tasks of subordinates 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.
- Prepares a variety of paperwork using automated or manual sources such as supply orders and inventory and employee reviews.

**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.

- High School Diploma or GED equivalent is required.
- Three (3) years of custodial experience and one (1) year of supervisory experience is preferred.
- Must have a valid Driver's License.
- Demonstrates good 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.