



LANE COUNTY
D006
Updated 09/13/05
(Previous title was
housekeeper)
Updated 03/17/06

DETENTION CUSTODIAN

CLASS SUMMARY: To perform a variety of custodial and cleaning work in the upkeep and maintenance of the Juvenile Justice Center; and to perform related duties as assigned.

SUPERVISION RECEIVED: Receives general supervision from assigned supervisory or management personnel.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Cleans a variety of rooms and work stations in the Juvenile Justice Center, focusing on areas servicing secure programming.
2. Vacuums, sweeps, mops, waxes, and buffs wood and tile floors.
3. Vacuums, cleans spots, and shampoos rugs and carpets.
4. Inventories, orders and replenishes secure program supplies, including clothing, linen, cleaning supplies, equipment, toiletries, household and maintenance items.
5. Dusts, scrubs, washes and polishes desks, counters, walls, windows, and fixtures.
6. Reports needed repairs and maintenance.
7. Picks up, empties and disposes of trash.
8. Maintains security and safety of custodial supplies and equipment as well as secures doorways and passages in the secure areas of the building.
9. Operates power cleaning equipment such as buffers, polishers, vacuums, shampooers, and sweepers.
10. Maintains Material and Safety Data Sheets (MSDS).
11. Performs light maintenance such as painting, changing of light bulbs, changing of clock batteries, and changing of time.
12. Follows established routines of cleaning, and takes care not to disturb office papers and materials.
13. May lead or assist program youth, interns, volunteers or other employees in cleaning, laundry and janitorial work.

LANE COUNTY
Detention Custodian (Continued)

Knowledge of (position requirements at entry):

- Chemicals, solvents and cleaning supplies used in the custodial care of buildings.
- Safety equipment and procedures.
- Cleaning processes, practices and routines.
- Methods, materials and equipment used in institutional cleaning.
- Care, maintenance and use of equipment used in cleaning.
- Methods and materials used for light maintenance, such as painting.
- Security rules and regulations for a detention center.

Skills in (position requirements at entry):

- Use, care for, and maintain cleaning equipment.
- Follow established routines.
- Follow written and oral instructions.
- Clean a variety of rooms and items in a timely and efficient manner.
- Work effectively with disturbed or delinquent children and monitor their behavior with appropriate methods.
- Withstand the physical strain of performing manual tasks for extended periods.
- Plan and supervise the work of volunteers.

Training and Experience (positions in this class typically require): Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. Two years of responsible janitorial or custodial experience. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

NOTE: This position is represented by AFSCME Local 2831.

Classification History:

Title change and deminimus changes to reporting structure, duties and scope of classification approved by HR Manager 9/13/05. Deminimus change to duties approved by HR Manager 3/17/06.

FLSA Status: Non-Exempt