HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Custodian

Job Code: W4114
Pay Grade: WB
Pay Scale: $15.89-$27.36 Hourly; $33,051.20-$56,908.80 Annually
Exempt: No

OVERVIEW

Perform custodial duties at various buildings and facilities.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Clean and sanitize restrooms and replace supplies.
- Empty garbage cans, wastebaskets, and recyclable materials.
- Disinfect and clean surfaces of commonly used areas (e.g., classrooms, break rooms).
- Vacuum carpeted areas, and sweep/mop tiled and laminate floor areas.
- Sweep, clean, and remove debris of sidewalks connected to buildings and facilities.
- Report damages and requirements for major repairs, adjustments, or replacements of facilities, grounds and cleaning equipment.
- Facilitate inventory, ordering, and replenishing of paper products, cleaning supplies, and related equipment.
- Open and secure facilities, common areas, and grounds as directed.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Knowledge of cleaning supplies, products, and equipment.
- Knowledge of safety procedures in use of cleaning supplies, products, and equipment.
- Ability to properly mix cleaning solutions and chemicals in containers based upon the manufacturer recommendations and instructions.
- Ability to effectively communicate verbally.
- Ability to work with minimal supervision.
- Ability to lift, carry, and move supplies and equipment.
- Ability to stand and walk for an 8-hour day.

SKILLS

- Safety Procedures
- Detail-Oriented
- Time-Oriented
- Manual Dexterity
- Sanitization
- Disinfecting
- Waste Management
- Process Oriented
- Task-Oriented
- Equipment Operations

WORKING CONDITIONS

- Work at various buildings and facilities within a law enforcement agency, including inmate-populated areas.
- May work outdoors in a subtropical climate in potential adverse weather conditions.
- Stand or sit at a workstation for prolonged periods, walk long distances, and ascend/descend ladders as needed.
- May engage in very heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 100 pounds).
- May travel to various work sites using a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck, golf cart) to perform essential duties.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- Completion of 10th grade.
- One year of custodial/janitorial experience.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.