

JOB SUMMARY: Building Custodian



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Position Opening: 26.22 Custodial

Post Dates: 07/14/26 – 07/28/26

Classification Title: Building Custodian

Starting Hourly Rate: Building Custodian I - \$15.45
Building Custodian II - \$17.51

***Pay is based on experience
& education.***

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Location: Assigned as Needed Across City Buildings and Facilities

Term of Appointment: Regular/Full-time

Probationary Period: One (1) Year

Job Summary:

As part of the Custodial Team, the Custodian is responsible for maintaining cleanliness, safety, and general upkeep of City-owned buildings and facilities. This role ensures that all areas are sanitary, organized, and well-maintained to provide a safe and welcoming environment for employees, visitors, and the public. Employees work under immediate supervision while learning job tasks.

Essential Tasks. Other duties may be required and assigned.

- Performs general cleaning tasks, including sweeping, mopping, vacuuming, dusting, and polishing floors, furniture, and fixtures.
- Empties trash receptacles, recycling bins, and maintain proper disposal of waste.
- Cleans and sanitize restrooms, kitchens, break rooms, and common areas.
- Maintains inventory of cleaning supplies and notify supervisors of low stock.
- Set up and take down furniture or equipment for meetings, events, or special functions.
- Ensures all cleaning equipment is properly maintained and stored safely.
- Follows safety procedures and guidelines for handling cleaning chemicals and equipment.
- Responds to emergency cleaning requests as needed.
- Daily pickup, delivery, and distribution of mail, packages, cleaning supplies, and custodial equipment to and from City facilities.
- Maintains a safe and secure environment by monitoring building conditions and reporting hazards.

Knowledge, Skills, & Abilities Required

- Basic knowledge of cleaning methods, materials, and equipment used in custodial work.
- Ability to follow written and verbal instructions accurately.
- Ability to perform routine cleaning tasks with attention to detail.
- Basic understanding of workplace safety practices and proper chemical handling.
- Ability to work independently on assigned tasks with direct supervision.
- Ability to interact courteously with employees and the public.

Revised 06/2026

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Reports to:

Custodial Supervisor and Assistant Director of Public Works

Physical Demands and Work Environment

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 accommodation may be made to enable individuals with disabilities to perform the essential functions. Work is performed in various City facilities, both indoors and outdoors. Frequent exposure to cleaning agents, chemicals, and environmental conditions such as dust and moisture. May be required to respond to urgent or after-hours cleaning needs. Work is performed with limited supervision and requires independent judgment. Job tasks frequently require walking, climbing and descending stairs. Must be able periodically kneel, reach, crawl, and twist torso as needed to accomplish required tasks. Knowledge of safe and effective Required to wear all safety equipment in accordance with procedures and regulations.

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Minimum Qualifications

- High school diploma or GED.
- Previous custodial or janitorial experience preferred.
- Must maintain a valid Georgia Driver's License and an acceptable Motor Vehicle Record throughout employment.
- Knowledge of cleaning procedures, equipment, and chemical safety.
- Ability to perform physical tasks, including lifting, bending, and standing for extended periods.
- Strong attention to detail and ability to work independently.
- Good communication skills and the ability to follow instructions.
- Ability to work flexible hours, including evenings or weekends if needed.

Application must be completed in full to be considered.

This position requires pre-employment, post-accident, and random drug screening.

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