

**COUNTY OF LINCOLN
Job Description Form**

Division/Department: Zia Senior Citizens

Job Title: Driver/Clerk/Cook Aide

Reports to: Program Director

Level/Grade: 12

Type of position:

- Full-time
 Part-time

Hours 30/Week

- Classified
 Unclassified

General Description:

Under general supervision, performs custodial maintenance duties, including dusting, mopping, finishing and buffing floors, vacuuming and shampooing carpets, cleaning and restocking restrooms. Duties and responsibilities include the following: dusts and mops floors; vacuum carpets; cleans restrooms and restocks paper and soap supplies; performs routine maintenance to custodial equipment and supplies; empties trash receptacles and bags trash for proper disposal; may change light bulbs as directed; locks doors after cleaning areas, if required; ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices; may oversee and/or assist with snow removal activities; dust and clean desks, chairs, cabinets, telephones, clean window sills, and dust mop tile floors within offices on a daily basis; clean windows inside and outside as needed; thoroughly clean window blinds within offices approximately once every month; clean fixtures and ceiling fans as needed. Monitor level of supplies available, and inform supervisor, in writing, when new supplies are required. The employee assists in the cleaning of food service and kitchen areas; operate various kitchen appliances and equipment; assists in the preparation of carry-out lunches and load into a carry -out container for driver. Must be able to ask questions of supervisor, and listen to and follow simple verbal instructions. Must be able to plan work schedule accurately so as to adhere to time demands. Must be able to maintain regular work schedule, so as to complete necessary tasks according to schedule. Must be able to maintain level of mental alertness in performing repetitious work, in order to ensure safety. Employee must perform all duties with minimal supervision; may be required to work irregular hours; attend job related meetings; and perform other duties as assigned.

Education/Work Experience/Certification/Training Requirements/Abilities/Skills:

- High school diploma or GED certification, plus one year custodial experience and able to perform basic mathematical computations.
- Valid New Mexico State Driver's License. Must have a good driving record to be insurable for liability purposes.
- Ability to understand and follow safety procedures; ability to understand written and verbal instructions and communications; ability to lift and manipulate heavy objects; operate vacuums and other related equipment; and the ability to safely use cleaning equipment and supplies.
- Must interact with the public and staff in a pleasant manner.

Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:

- All essential duties are performed indoors.
- Employee is exposed to natural weather conditions while performing outdoor duties, including exposure to extreme temperatures.
- Hazards or potential hazards of the job include occasional use of kitchen equipment such as mixer and meat slicer, potential for serious burns or cuts in performance of duties.
- Other work hazards, or potential work hazards, include operation of a motor vehicle, and climbing potentially slick outdoor steps.

Comments on Physical Requirements: Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: Maximum weight required to be lifted from floor to waist, from waist to overhead, lift horizontally, push/pull, and carry for a distance of 30' is 45 pounds.

Approved by: Renee Montes

Date Posted: November 2, 2017

Date Hired: _____

Employee Declaration:

I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____

Date: _____