



Custodial Worker #00290

City of Virginia Beach – Job Description

Date of Last Revision: October 27, 2025

FLSA Status: Non-Exempt

Pay Plan: General

Grade: 14

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Perform general, routine, and heavy cleaning duties requiring the use of manual and motorized floor cleaning equipment and supplies.

Representative Work Functions and Responsibilities

- Performs general, routine custodial duties, including but not limited to dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies. Clean and disinfect all surfaces of restrooms, locker rooms, and kitchens.
- Empties trash receptacles, disposes trash into compactors and/or dumpsters, and bags trash for proper disposal.

- Strip, mop, wax, and use buffer on floors to clean and maintain appearance; vacuum and shampoo carpets to clean and extend life.
- Vacuum and extract carpets to clean and extend life.
- Performs routine maintenance to custodial equipment and supplies.
- Unlocks doors for business hours and ensure doors are locked when afterhours cleaning is complete.
- Reports needs and concerns to Crew Leaders, which may include submitting or recommending work orders and checking supply levels.
- Assists in on-the-job training of new staff on routine procedures.
- Performs cleaning functions specific to the assigned facilities and/or based on seasonal/project requirements.
- Load and unload cleaning and polishing equipment (50-100 lbs.) and materials to be transported by truck.
- Deliver supplies from the Building Maintenance storeroom to other city facilities.
- Perform set up of areas for scheduled events.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

- Adequately performs all cleaning tasks in maintaining city buildings in a clean and orderly condition.
- Ensures all areas are cleaned and disinfected in accordance with OSHA regulations and standards.
- Ensures proper care in the use and maintenance of equipment and supplies.
- Maintain adequate building security and ensure equipment and buildings are free from potential accident hazards.

Minimum Qualifications

- Requires completion of a standard grade school course or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities associated with such positions as janitor, custodian, or custodial worker.
- May require a current and valid driver's license.

Preferred Qualifications

- One (1) year of experience in fields providing the required knowledge, skills, and associated with such positions as janitor, custodian, or custodial worker. HS Diploma or GED.

Special Requirements

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Must be available to work evenings, weekends, holidays, and overtime when required to meet operational needs.
- Successful completion of a pre-employment physical.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.