

CUSTODIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is routine and repetitive manual work calling for the efficient and economical performance of building cleaning and occasional minor maintenance tasks. Cleaning tasks are performed according to a well-established procedure, and maintenance tasks are performed under direct supervision or according to specific instructions. Supervision is received from a custodian or other superior. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Sweeps and mops floors and stairs;
- Dusts desks, woodwork, furniture and other equipment;
- Washes windows, walls, blackboards, sinks and other fixtures;
- Polishes furniture and metal furnishings;
- Empties waste baskets, collects and disposes of rubbish;
- Clears snow and ice from walks;
- Mows lawns, trim shrubs, rake leaves and perform a variety of other groundskeeping tasks as assigned;
- Assists in the cleaning of rugs and tile flooring using machines specially designed for cleaning of such surfaces;
- Delivers packages and messages;
- Places and removes traffic safety signs;
- Arranges chairs and tables and other equipment for special use of administration building;
- Repairs window shades, replaces light bulbs, soap and towels;
- Paints rooms and equipment and assists in making minor plumbing, carpentry, and electrical repairs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of building cleaning practices, supplies and equipment;
- Ability to follow simple oral and written instructions;
- Willingness to perform routine cleaning and other manual tasks;
- Ability to get along well with others;
- Thoroughness;
- Dependability.

MINIMUM QUALIFICATIONS:

None.

Juris. Class: Labor
ACCS Adopted: 2/11
Last Revised: 12/24

PRINT NAME:

DATE:

SIGNATURE: