

IMMEDIATE VACANCY FULL-TIME CUSTODIAL WORKER

GENERAL STATEMENT OF DUTIES: Performs routine building cleaning work; does related work as required

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 and are received from a custodian or other superior. Supervision over the work of others is not a responsibility of employees in this class.

EXAMPLES OF WORK: (Illustrative only):

- 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;
- May mow lawns, trim shrubs, rake leaves and perform a variety of other ground-keeping 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;
- Performs other duties as assigned.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: 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; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: None

37.5 hr/wk. \$18.40/hr. Shifts include day/evening and weekend hours. Generous benefits package including NYS Retirement, health care options, PTO and CSEA Union membership

Please include: 1. Application form - 2. Resume - 3. Cover letter - 4. Three references with contact information

GPL hires from the Albany County Civil Service list. For application forms please visit the [Albany County Department of Civil Service](#).

Successful candidates will need to undergo a background check, pass a drug test and basic physical exam.

Contact: Natalie Hurteau

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