

## 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 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. Work is performed under general supervision. Supervision over the work of others is not normally a responsibility of employees in this class.

**TYPICAL WORK ACTIVITIES: (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 wastebaskets, collects and disposes of rubbish; Clears snow and ice from walks; May mow lawns, trim shrubs, rake leaves and perform a variety of other groundskeeping tasks as assigned; Assists in the operation of an oil, gas or coal fired low-pressure heating system including firing and removing ashes; Delivers packages and messages; May check quantity and quality of supplies received for facility; Places and removes traffic safety signs; Arranges chairs and tables and other equipment for special use of 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; Ability to perform a variety of minor maintenance tasks; Willingness to perform routine cleaning and other manual tasks; Ability to get along well with others; Thoroughness; Dependability; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None.

Revised 3/14/83; 8/11/11