

Jurisdictional Class: Labor
Adopted: May 27, 1969
Revised: May 3, 2010

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. The incumbent does related work as required.

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 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 groundskeeping tasks as assigned;
Assists in the operation of heating systems;
Delivers packages and messages;
Places and removes traffic safety signs;
Arranges chairs, tables, and other equipment for special use of the building;
Repairs window shades, replaces light bulbs, soap, and towels;
Paints rooms and equipment and assists in making minor plumbing, carpentry, and electrical repairs;
May involve the part-time operation of a truck or automobile;
Loads and unloads trucks and stacks materials, supplies etc., in appropriate storage areas.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & 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.

MINIMUM QUALIFICATIONS: None