

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 window, 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 grounds keeping 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;
- Places and removes traffic safety signs;
- Arranges chairs and tables and other equipment for special use and functions;
- Repairs window shades, replaces light bulbs, soap and towels;
- Paints rooms and equipment and assists in making minor plumbing, carpentry, and electrical repairs;
- Cleaning and maintenance of cleaning equipment;
- May drive to different buildings to clean.

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;
- Physical condition commensurate with the demands of the position.

Minimum Qualifications: None

Special Requirement: Possession of a valid NYS Drivers License may be required.

07/21/1987

01/26/1995

08/02/1995

02/27/1996

11/03/2004

CLASS: LABOR – approved State Civil Service Commission 3/26/1974