

CUSTODIAL WORKER - NC

DISTINGUISHING FEATURES OF THE CLASS:

This is routine and repetitive physical work involving 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. Employees in this class work under general supervision of Head Custodian, Senior Custodian or other Supervisor receiving detailed instructions only where policies have not been determined. ***This class differs from that of Custodian by the more limited scope of duties performed and that the incumbent has no responsibility for building security. Duties will vary dependent on the season and school session.*** Supervision is not a requirement of this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Cleans walls, windows, woodwork, bath fixtures, equipment, and furniture daily;

Sweeps, mops, washes and vacuums floors and stairs;

Dusts chairs, tables, desks and other furniture;

Cleans and polishes furniture and other items;

Empties wastebaskets, collects and disposes of trash;

Operates typical cleaning equipment, vacuum cleaner, broom, wet vacuum and floor scrubber, as necessary;

Uses heavy mechanical equipment in stripping, waxing and polishing floors;

~~Uses heavy mechanical equipment and shovels in removing snow;~~

~~Locks and secures doors;~~

Arranges chairs and tables and other equipment for special use of building;

Replaces light bulbs, soap and towels;

Moves furniture, supplies and other equipment;

When appointed in the City, may perform minor groundskeeping tasks as assigned.

When appointed in the City, may be responsible to lock and secure building under/at the direction of the Superintendent of Public Works

When appointed in the City may use snow blowers and shovels in removing snow;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of common cleaning, disinfecting methods, materials and equipment;

Skill in the use of cleaning and maintenance equipment (e.g., vacuum cleaner, carpet shampooer and floor buffer);

Ability to understand and follow simple oral and written directions;

Ability to lift heavy objects and perform work requiring bending, climbing, reaching, and repetitive motion;

Ability to get along well with others;

Willingness to perform routine cleaning and other physical tasks;

Willingness to be exposed to dust, dirt, grease, grime, offensive sights and odors;

Thoroughness;

Dependability;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None