CUSTODIAN

Nature of Work
Under general supervision, performs routine manual work at the full-performance level cleaning in and around State buildings and institutions. Work involves maintaining cleanliness and orderliness in an assigned area. Performs related work as required.

Examples of Work
- Dusts, cleans, polishes, and waxes furniture, fixtures, woodwork, and equipment.
- Washes windows and cleans blinds.
- Cleans restrooms and replenishes with supplies.
- Sweeps, mops, waxes, and polishes floors, stairs, corridors, and courts using brooms, mops, and buffers.
- Cleans rugs and carpets with vacuum cleaners.
- Disposes of trash and waste materials.
- Cleans doors, door facings, and walls with disinfectant.
- Assists in moving equipment or in other manual tasks.
- Checks and replaces light bulbs.
- Sweeps sidewalks around buildings.
- May shelve restroom and laundry supplies.
- May deliver mail, messages and packages to other State offices, local businesses, or central mail room.

Knowledge, Skills and Abilities
- Knowledge of cleaning methods and procedures.
- Ability to understand and follow oral instructions.
- Ability to perform manual work.
- Ability to operate vacuum cleaners and buffers.
- Ability to choose and use appropriate cleaning agents.

Minimum Qualifications
TRAINING  No formal education required.

Established: 10/16/90
Revised: 12/1/91
Effective: 12/1/91