

9710

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