

CUSTODIAN

DEFINITION

This is light manual work involving the performance of routine housekeeping tasks in county building or offices.

Employees in this class perform a variety of miscellaneous tasks involving light labor in the cleaning and minor maintenance of public buildings and office complexes. Work is assigned and performed in accordance with established routines. Instructions from supervisors are specific in nature and work is subject to close inspection during progress or upon completion for attainment of established standards of cleanliness.

EXAMPLES OF WORK PERFORMED (All duties listed may not be found in each position, nor does the list include all tasks which may be assigned to positions in this class).

Performs, manual tasks in mopping, sweeping, waxing, vacuuming, dusting, polishing, window washing, and similar household duties.

Dusts and cleans offices where care must be taken that office papers or materials are not destroyed.

Cleans, scrubs, and polishes lavatories, fixtures and mirrors; replenishes lavatory supplies.

Directs persons to and answers inquiries about the locations of buildings and properties.

Carries messages, picks up mail, and runs errands.

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Some knowledge of the materials, methods and equipment ordinarily employed in keeping offices and buildings clean.

Ability to understand and follow simple oral and written instructions.

Ability to learn simple and repetitive tasks quickly.

Sufficient physical strength to perform a variety of routine manual tasks in the care and cleaning of buildings and equipment.

QUALIFICATIONS

Any combination of training and experience equivalent to:

Successful completion of the sixth school grade.

Some experience in custodial, manual or related work.