

CUSTODIAN I

NATURE OF WORK

This is manual work in the custodial care of the University buildings and facilities.

Work involves the performance of cleaning and minor maintenance work in a designated building area during assigned work shift. Primary responsibility is for the effective use of proper methods and materials in cleaning and otherwise caring for building areas and equipment. Work is performed under close supervision in accordance with well established routines and procedures and is reviewed through inspection during progress and upon completion.

ILLUSTRATIVE EXAMPLES OF WORK

During assigned work schedule on a rotating day or night shift, performs a combination of custodial and minor maintenance tasks which include the following:

Sweeps, mops, scrubs, buffs and waxes floors; dusts and cleans offices; washes windows, walls, trash cans, glass doors, and classroom equipment; frequently works from a ladder.

Clean restrooms and replenishes supplies; cleans drinking fountains; picks up trash and empties trash cans and baskets; scrubs shower stalls, bathtubs and trash rooms.

Moves office, laboratory and residence furniture and equipment; removes snow; maintains grounds in a neat and tidy condition.

Replaces light bulbs; unplugs lavatories and toilets; reports damages structures and equipment.

Performs related work as required.

REQUIREMENTS OF WORK

Some experience in general custodial work; graduation from high school; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Some knowledge of cleaning methods, materials, and equipment.

Ability to exercise care in the use of cleaning materials for different types of building surfaces.

Ability to operate vacuum cleaners, polishing machines and other custodial equipment.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain good working relations with custodial staff.

Physical strength sufficient to perform heavy custodial tasks.

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Confirmed: 2004.01.05