

CUSTODIAN I

DEFINITION

To perform lighter custodial work involving the care and cleaning of assigned facilities.

DISTINGUISHING CHARACTERISTICS

This is the entry-journal level class in the Custodian series. Positions assigned to this class perform the more routine and standardized tasks. Assignments are performed within the procedural framework established by higher level employees; however, as experience is acquired, the employee performs with increasing responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Head Custodian. New employees receive immediate supervision until training and experience is obtained.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Replenish toilet paper, power towels, and seat papers in rest rooms.

Sweep and mop floors, empty trash cans, fill dispensers, wash windows and mirrors, clean sinks and toilets and wash walls.

Stock sanitary napkin dispensers; collect money from dispenser and deposit money at the cashier's office.

Mix and dilute cleaning solutions.

Dust and polish furniture, woodwork and fixtures.

Order custodial supplies from building and maintenance warehouse; organize custodian closet.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Safe work practices.

Skill to:

Operate and maintain a variety of custodial equipment.

Perform routine custodial work.

Understand and carry out both oral and written directions.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

(Over)

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Experience doing custodial work.

Training:

Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.