

## CUSTODIAN

**GENERAL STATEMENT OF DUTIES:** Performs routine building cleaning and occasional minor maintenance tasks; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine and repetitive manual work calling for the efficient and economical performance of building cleaning and occasional minor maintenance tasks. Cleaning and maintenance tasks are performed according to a well-established routine. An incumbent may be responsible for the cleanliness and minor maintenance in a small school building or work under supervision of a higher-ranking employee at a larger school. Supervision may be exercised over the work of cleaners or helpers.

**EXAMPLES OF WORK:** (Illustrative only)

- Sweeps, mops and waxes floors, washes walls, windows and blackboards, cleans erasers, dusts and performs other cleaning duties;
- Cleans and mops lavatories and locker rooms and replaces soap or towels;
- Dusts desks, woodwork, furniture and other equipment;
- Makes minor repairs to furniture, electrical fixtures, windows and window shades, locks, faucets, heating system and other equipment;
- Empties waste baskets, collects and disposes of rubbish;
- May mow lawns, trim shrubs, rake leaves, remove snow and ice from walks and driveways and perform a variety of other grounds keeping tasks as assigned;
- Assists in the operation of an oil or gas fired low-pressure steam, hot water or hot air heating system;
- Receives, moves and stores incoming school supplies;
- Arranges chairs and tables and other equipment for special use of school building;
- Performs a variety of errands and related custodial tasks.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Working knowledge of building cleaning practices, supplies and equipment, ability to use them economically and efficiently; ability to acquire knowledge of the operation and maintenance of school building heating equipment; ability to make minor plumbing, electrical, carpentry and mechanical repairs and perform a variety of routine maintenance tasks; ability to understand and carry out simple oral and written directions, ability to get along well with others; willingness to perform custodial and other manual tasks; thoroughness; dependability; good moral character; good physical condition.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

**Either**

(A) One year of experience in building cleaning and minor maintenance activities;

**Or** (B) Completion of a vocational program designed to prepare an individual for building maintenance and custodian activities;

**Or** A satisfactory equivalent combination of the above-stated experience and training.

Non-Competitive Class (Part time)

Competitive Class (Full time)