

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5020

CUSTODIAN

Abolished Effective February 10, 2006

CLASS SERIES CONCEPT

Perform custodial assignments to maintain the cleanliness and care of the institution's facilities.

BASIC FUNCTION

Perform custodial tasks to maintain cleanliness and care of facilities within assigned area.

DISTINGUISHING CHARACTERISTICS

Under general supervision, perform custodial tasks to maintain cleanliness and care of facilities within assigned area.

TYPICAL WORK

Clean and sanitize restrooms/shower rooms and fixtures in accordance with established procedures and standards; refill restroom dispensers;

Clean chalkboards and erasers; dust and wipe furniture; sweep, mop or vacuum floors; empty wastebaskets, trash, and recycle containers; empty and clean ashtrays and cigarette urns; replace light bulbs;

Set-up and take down equipment, such as chalkboards and easels, and furnishings, such as folding chairs and tables needed for meetings, classrooms, conferences, and events;

Strip, clean, buff and apply finish to floors; use high speed floor buffers/polishers; vacuum and clean carpets;

Use and maintain assigned power equipment and hand tools such as vacuum, broom, mop, squeegee, ladder for the cleaning and general maintenance of floors, walls, carpets, and furniture;

Lock and unlock buildings; secure building when facilities are not in use by checking for unlocked doors and windows; report unauthorized occupants;

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Follow written and/or verbal instructions regarding the use of chemicals, supplies and equipment; comply with safety policies and procedures;

Report need for repair and/or maintenance;

May wash interior or easily accessible exterior windows;

May perform cleaning and related activities in areas within a reasonable distance from buildings using hand-operated tools or small power equipment to remove snow or debris, or sweeping sidewalks or stairs;

May move furniture, equipment, supplies and tools on an incidental basis;

May operate high-pressure washer;

May check students in and out; issue linen and bedding; keep student rooms inventory records; change and make beds;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Physical ability to do required work.

New Class: 2-07-73

Revise Class: 5-17-73

Revise Title & Class: 10/15/81 (EFFECTIVE 11/01/81)

Revise Class: 8/7/92