

Specification for Class of

CUSTODIAN

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Performs a variety of housekeeping/custodial work in a State agency/facility/institution.

Typical Work

May direct and work with patients, students, residents or inmates; may be the sole custodial employee at a location;

Cleans buildings, apartments, rooms, offices, cottages, laboratories, work shops and other institutional and non-institutional facilities;

Sweeps, mops, scrubs, waxes and polishes floors, walls and woodwork; dusts furniture and equipment; empties and cleans ash trays and wastebaskets; polishes furniture and metal fixtures; washes windows; vacuums rugs, curtains and furniture;

Cleans restrooms, bathrooms, showers and toilet facilities; keeps them supplied with paper towels, soap, tissue and other items;

Makes beds, turns mattresses and changes household linens; collects, sorts and bundles soiled laundry; counts, distributes and stores clean laundry;

Operates vacuum cleaners, electric polishers, washing machines and dryers, irons and other professional custodial and household appliances;

Checks condition of lights, switches, plumbing and other fixtures; checks condition of rugs, draperies and furnishings and reports need for repairs or replacements to supervisor; reports abuse of State property;

Performs minor maintenance and repair work, such as unskilled painting, cleaning furnace flues, oiling furnace motors, sharpening tools and replacing faucet washers or toilet tank floats;

Makes rounds, locking doors, closing windows, turning off lights and replacing burned-out light bulbs; turns air conditioning and other equipment on and off;

Moves furniture and equipment; arranges tables and chairs for special events; collects and disposes of garbage and trash; shovels snow and sweeps and washes sidewalks on an emergency basis; does occasional yard and garden chores such as mowing, weeding or raking leaves and debris;

Improves work methods, knowledge of equipment, supplies and safety through participation in training sessions with supervisors;

Maintains inventories and makes simple reports; requisitions supplies and equipment;

Directs, trains and works with patients, students, residents or inmates while doing cleaning work; escorts students and patients to and from work details;

Performs other related work as required.

Knowledge and Abilities

Knowledge of: cleaning methods, safety practices, equipment and supplies used in general housekeeping work.

Ability to: operate hand and power cleaning and polishing equipment; handle fragile items carefully; follow written and oral instructions; get along with other people; do sustained physical work; move with some agility; work from stepladder; maintain inventories; read and write at eighth grade level.

MINIMUM QUALIFICATIONS

Completion of at least eighth grade.

Note: For some positions in this class, the employing agencies may require--prior to appointment--that candidates pass an examination by a physician to determine ability to lift heavy objects (i.e., turning mattresses, moving furniture, buckets of soap solutions or water). Working from step ladders to change bulbs in areas with high ceilings is also common to jobs in this class.

New class

Effective May 13, 1983 (formerly Custodian (8305) and

CUSTODIAN

83190

Housekeeper 1 (8320))