

Specification for Class of

MANSION CUSTODIAN

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Performs housekeeping and servant duties at Governor's mansion.

Typical Work

Dusts, sweeps, and mops assigned areas;

Washes mirrors, windows, floors; Waxes and polishes floors;

Cleans ballroom and rest rooms;

Escorts children to and from school;

Performs errands for Governor's family;

Empties wastebaskets and trash receptacles;

Reports need for maintenance of building to authorities;

Plants garden and cares for it, as well as flower boxes and baskets on porches;

Hangs screens in spring; cleans and stores them in fall;

Sets up chairs, tables, coat racks for parties; helps in kitchen at party time;

Performs other work as required.

Knowledge and Abilities

Knowledge of: housekeeping, cleaning methods, and simple gardening.

Ability to: keep Governor's mansion clean and neat; operate cleaning and polishing equipment; handle fragile items carefully; follow instructions; get along well with other people.