

## CUSTODIAN I

NATURE OF VARIETY OF WORK

This is entry level custodial work whereby incumbents are performing routine and manual building/grounds maintenance and cleaning tasks. Work is performed under the close supervision of a higher level position in accordance with departmental policies and procedures.

Upon the satisfactory completion of a probationary period, entry level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Sweeps, mops and polishes floors.

Washes windows and polishes furniture.

Dusts woodwork, furniture and other articles.

Collects and disposes of rubbish, mows lawns, cultivates trees and shrubs, and performs a variety of other grounds tasks.

Makes minor repairs to buildings, building equipment and furniture.

Moves furniture as directed.

Delivers packages and messages.

Refills dispensing machines in rest rooms and orders supplies.

Shampoos and vacuums carpeting.

Assists Building Engineers and maintenance personnel.

Willingly and cooperatively performs task and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of building cleaning practices, supplies, and equipment, and ability to use them economically and efficiently.

Ability to understand and follow simple oral and written directions.

Good physical condition.

MINIMUM QUALIFICATIONS

Completion of six (6) school grades; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

CONDITION OF EMPLOYMENT

Good physical condition.

CREATED: 10/88