

BAND	GRADE	SUBGRADE	FLSA STATUS
A	1	3	Non-Exempt

## NATURE OF WORK

This level of the Custodial Services classification is responsible for performing basic custodial work in assigned areas. Responsibilities may include: sweeping and mopping floors; emptying garbage; cleaning classroom, restroom and hallway; and setting up and breaking down rooms.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)

		FREQUENCY	BAND/ GRADE
1.	Performs a variety of custodial maintenance duties which includes: replenishing paper supplies, towels, and soap; dusting; mopping, sweeping, and vacuuming floors; emptying trash; washing walls, windows, doors, and handles; and/or performing related activities.	Daily 45%	A1
2.	Performs a variety of custodial sanitizing duties which includes: cleaning and disinfecting floors, windows, sinks, counters, shower areas, toilets, water fountains, and other fixtures.	Daily 45%	A1
3.	Performs a variety of laundry duties which includes: washing and drying clothing and related items; folding and sorting; and putting clothing items away.	Daily 10%	A1
4.	Performs other duties of a similar nature or level.	As Required	N/A

## FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

## LEVEL OF DECISIONS

Responsibilities are typically procedure based with defined goals and processes or methods, but incumbents have the latitude to determine the speed or order of steps used to complete assignments.

## DIRECTION RECEIVED

Incumbents apply procedures and standards to specific situations, and work under general supervision.

## DIRECTION PROVIDED

Incumbents are typically not responsible for providing formal work direction.

## TRAINING AND EXPERIENCE REQUIREMENTS

High school diploma or G.E.D.

## LICENSING REQUIREMENTS

## Custodian

Incumbents in this class typically require:

- None.

### KNOWLEDGE REQUIREMENTS

- Cleaning techniques;
- Laundry techniques;
- Applicable chemicals;
- Applicable equipment and tools;
- Inventory monitoring techniques;
- Safe work practices.

### SKILL REQUIREMENTS

- Cleaning and sanitizing restrooms, buildings, and other facilities;
- Operating laundry machines;
- Applying cleaning chemicals;
- Using applicable tools and equipment;
- Monitoring inventory;
- Applying communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to fumes, odors, dusts, and chemicals.

### CLASSIFICATION HISTORY

DATE	COMMENT
September, 2022	Draft prepared by GBS
December, 2022	Reviewed by Director of Facilities and Transportation and Executive Director of HR

### NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.