

CUSTODIAL AIDE

JOB PURPOSE AND SUMMARY

This is supervised custodial work and unskilled maintenance work for the Facilities Management Department. An employee of this class performs basic custodial work of a routine nature. The incumbent will also assist journey level staff with unskilled maintenance tasks that are recurring, clear cut, and basic in nature. This position will facilitate the work of others. The incumbent must demonstrate some degree of flexibility as assigned tasks may vary from day to day.

Training normally requires three (3) to six (6) months before incumbents are capable of performing required tasks without supervision. Some tasks that will be performed will always require close supervision.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Washes windows
- Cleans and keeps restrooms supplied with paper towels, toilet paper, and soap.
- Vacuums carpets and furniture.
- Empties and cleans wastebaskets.
- Sweeps and damp mops resilient floors.
- Cleans outside entrance ways.
- Replaces florescent lamps.
- Dusts furniture and equipment.
- Cleans mechanical room as required.
- Assists journey level staff with unskilled tasks, such as: filter changes, pulling electrical wire, moving construction materials, removal of construction debris, or other tasks as required.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would likely provide the necessary abilities and skills is qualifying.

Ability to follow instructions; learn assigned tasks and adhere to prescribed department policies; establish and maintain harmonious working relationships with co-workers and the general public; lift up to 25 pounds; work in a variety of weather conditions; climb vertical ladders; communicate verbally; understand safety procedures; and so forth.

Office use: 6/20/00