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## Custodial Worker 02

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### WG-3566-02

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

#### I. INTRODUCTION

This position is located

The incumbent performs a variety of duties involving custodial and janitorial work.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Does the full range of assigned cleaning duties in an assigned area. Uses various preparations to clean and maintain various kinds of floor, wall and ceiling surfaces. Removes stains from various surfaces using chemicals and cleaning solutions. Occasionally works on ladders to clean fixtures and wash walls. Occasionally is required to provide indoor rodent and insect control. Runs, cleans and oils powered cleaning equipment and changes the brushes and accessories.

Scrubs, strips, waxes and polishes floors using 30 to 80 pound powered buffers. Moves heavy furniture, supplies and equipment. Occasionally a 100 pound buffer is used.

Keeps rest rooms in clean, orderly and sanitary condition. Sweeps, scrubs and waxes floors. Cleans, disinfects and deodorizes lavatories, urinals, and toilet bowls. Cleans mirrors, sinks and water fountains. Dusts ledges and woodwork. Replaces deodorizers, toilet tissue, and towels and soap. Notes conditions of rest rooms and reports to supervisor all broken windows, water leaks, clogged drains and other conditions requiring maintenance.

Keeps instrument shops, offices and public use areas clean and orderly. Sweeps and wet mops floors, and removes oil and other spilled liquids. Moves heavy boxes crates or other obstacles in order to clean area. Removes trash cans to central pick-up point. Wipes benches, etc. as directed.

Stores stock of cleaning materials and equipment needed to do the work. Tells supervisor when more materials are needed or when equipment is need of minor repair or replacement.

May be called upon to perform other duties to meet emergency workload in the absence of another employee.

Occasionally, assists Safety Office personnel in the cleaning up of chemical spills.

#### III. FACTOR DESCRIPTIONS

Factor 1 - Skill and Knowledge

A good understanding of standard cleaning and sanitation procedures is required. Must understand the application and proper uses for a variety of special cleaning and sanitizing solutions and must be able to remove different kinds of stains from a variety of surfaces. The employee must possess the ability to understand simple oral or written instructions as well as information signs or other instructional devices. Must be proficient in the operation of powered equipment and various buffers.

Factor 2 - Responsibility

Instructions and guidelines are available. The supervisor provides minimum supervision after initial duty assignments. Work is inspected for satisfactory completion in accordance with existing standards.

#### Factor 3 - Physical Effort

Work requires continual standing, bending, stooping and reaching, frequent lifting, carrying and moving of objects over 50 pounds. Moderately heavy physical effort is typical.

#### Factor 4 - Working Conditions

Work is normally performed indoors with adequate heat, light and ventilation. The employee is exposed to dirt, disagreeable odors, vibrations (from heavy equipment), skin irritation from cleaning solutions, and subject to minor injuries. Care is required to avoid serious injuries (i.e. broken bones) when working on ladders and scaffolds, or when using 30-100 pound powered equipment or handling hazardous materials.

This position is non-exempt from coverage under the FLSA.

### **IV. UNIQUE POSITION REQUIREMENTS**

(Last Updated: June 30, 1994)

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