

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Custodial Work

SERIES NO.:

4211

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

07/01/2012

SERIES PURPOSE:

The purpose of the custodial work occupation is to maintain clean environment in which employees may work & clients may live.

At the lowest level, incumbents clean various work & living areas.

At the middle levels, incumbents supervise or monitor quality assurance.

At the highest levels, incumbents manage entire housekeeping program in institution, other facility in community setting, or in Ohio Peace Officer Training Academy.

CLASS TITLE

Custodial Worker

CLASS NUMBER

42111

PAY RANGE

02

EFFECTIVE

03/26/1990

CLASS CONCEPT:

The developmental level class works under immediate supervision & requires working knowledge of custodial procedures in order to clean & maintain offices, living & dining areas & rest rooms.

CLASS TITLE

Custodial Work Supervisor

CLASS NUMBER

42115

PAY RANGE

06

EFFECTIVE

01/29/2001

CLASS CONCEPT:

The supervisory level class works under direction & requires considerable knowledge of custodial procedures in order to supervise lower-level custodial workers/staff.

CLASS TITLE

Housekeeping Manager 2

CLASS NUMBER

42118

PAY RANGE

07

EFFECTIVE

07/01/2012

CLASS CONCEPT:

The second managerial level class works under general direction & requires thorough knowledge of custodial/housekeeping procedures in order to manage entire housekeeping program for medium residential facility &/or in community (i.e., 101-250 beds in Department Of Mental Health, 200 beds or less in Ohio Department Of Developmental Disabilities & Ohio Veterans Home) or multiple residential complexes in Department Of Youth Services or in Ohio Peace Officer Training Academy & in addition to one of preceding options, supervise lower-level custodial/housekeeping staff.

CLASS TITLE

Housekeeping Manager 3

CLASS NUMBER

42119

PAY RANGE

09

EFFECTIVE

07/01/2012

CLASS CONCEPT:

The third managerial level class works under general direction & requires thorough knowledge of custodial/housekeeping procedures in order to manage entire housekeeping program for large residential facility &/or in community (i.e., 251 or more beds in Department Of Mental Health, 201 or more beds in Ohio Department Of Developmental Disabilities, Ohio Veteran's Home) & supervise lower-level custodial/housekeeping staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Custodial Worker	42111	05	03/26/1990	02

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Cleans & maintains living facilities, dining areas, rest rooms &/or offices (e.g., dusts, mops, sweeps, buffs & waxes floors; scrubs sinks, toilets, countertops, walls & ceilings; dusts & cleans furniture & equipment; empties trash; washes windows; polishes mirrors & glass; vacuums & shampoos carpet; replenishes soap, paper towels & toilet paper).

Performs miscellaneous related duties (e.g., removes snow &/or ice from sidewalk; removes litter from grounds; replaces light bulbs; orders &/or stocks supplies; secures doors &/or windows; moves furniture; sorts &/or washes linens).

MAJOR WORKER CHARACTERISTICS:

Knowledge of cleaning practices & procedures*; addition & subtraction. Skill in operating cleaning equipment & tools*. Ability to carry out simple instructions; recognize safety warnings; stand, walk or bend continuously; lift up to 50 lbs. frequently.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition & subtraction & in reading & speaking common English vocabulary. In accordance with Section 124.11(B)(2), revised code, Director of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to chemicals in cleaning products; may be exposed to unpleasant weather conditions; may work evenings; may be exposed to dangerous consumers, residents or youth; may be required to work weekends &/or flexible hours.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Custodial Work Supervisor	42115	EX	01/29/2001	06

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises lower-level custodial workers/staff performing custodial duties (e.g., cleaning offices, lobbies, living & dining areas, cabins &/or rest rooms), schedules staff, prioritizes assignments, trains new employees on proper cleaning procedures & in use of cleaning equipment, inspects areas for cleanliness, health & safety hazards, odors & pest control to assure compliance with standards & conducts staff meetings to disseminate policies & safety procedures.

Orders & maintains inventory of cleaning supplies & equipment (e.g., contacts minority vendors/vendors by phone, fax, e-mail &/or mail to place orders & obtain pricing information); approves supply requisitions completed by staff; provides financial data for annual budget preparation; maintains & tracks custodial section budget; logs state debit card purchases; coordinates & implements annual inventory of furniture & equipment; maintains & monitors attendance records; assigns work orders in verbal & written form; completes & submits reports (e.g., monthly activity; inspection; safety data sheets); maintains files; attends workshops, seminars, in-service training & meetings; makes policy &/or procedure recommendations related to housekeeping section/unit; operates personal computer to enter & retrieve data.

Completes & submits work order forms for maintenance repairs; reports major repairs & hazardous conditions to appropriate personnel; arranges equipment (e.g., washers; dryers) maintenance/repairs; cleans furniture, walls, windows, floors, fixtures & equipment; removes trash; removes snow & ice from walkways; performs housekeeping duties as needed; oversees laundry of cabin linens; ensures proper disposal of infectious waste; ensures staff complies with established infection control policies & procedures; resolves housekeeping complaints; receives calls from agency staff regarding housekeeping issues/needs.

Inspects & makes minor repairs to cabins, equipment, furniture &/or public facilities (e.g., replaces burned out light bulbs; replaces & tightens screws; replaces belts on sweepers); operates computer & enters cabin reservations; works in other areas (e.g., camp store; park office; beach vending & concessions stand) as needed & during special events; provides assistance to public (e.g., answers questions; gives directions); assists in setting up & tearing down (e.g., displays; chairs; tables) for various functions.

MAJOR WORKER CHARACTERISTICS:

Knowledge of cleaning practices & procedures; addition & subtraction; employee training & development*; supervisory principles/techniques*; inventory control*. Skill in operating cleaning equipment (e.g., vacuum cleaners; slow speed scrubbers; high speed buffers; wet/dry vacuums; pressure washer; carpet cleaners) & tools; personal computer*. Ability to deal with problems involving few variables within familiar context; read, copy & record figures; stand, walk or bend continuously; lift up to 50 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition & subtraction & in reading & speaking common English vocabulary; 12 mos. trg. or 12 mos. exp. in cleaning practices & procedures.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to chemicals in cleaning products; may be exposed to dangerous residents, consumers or youth; may work evenings; may be exposed to unpleasant weather conditions; may be exposed to human waste; may be exposed to infectious waste.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Housekeeping Manager 2	42118	EX	07/01/2012	07

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans & manages entire housekeeping program for medium residential facility &/or in community (i.e., 101-250 beds in Department of Mental Health, 200 beds or less in Ohio Department of Developmental Disabilities & Ohio Veterans Home) or multiple residential complexes in Department of Youth Services (e.g., schedules for 7 day coverage; inspects facility to monitor for quality assurance; plans & organizes housekeeping programs; develops procedures & standards for housekeeping activities), or plans & manages housekeeping program for Ohio Peace Officer Training Academy, conducts inspections of completed work to ensure all sanitation & safety standards are met & academy is clean & in addition to one of preceding options, supervises lower-level custodial/housekeeping staff.

Maintains personnel & payroll records; oversees & assists in inventory control; approves supply & repair requests & prepares requisitions, participates in budget planning & preparation; prepares weekly, monthly & quality assurance reports.

Acts as liaison with other departments within agency or facility; advises management of housekeeping needs; attends meetings; serves on committees; cleans furniture, walls, windows, floors, fixtures, equipment, removes trash & makes minor repairs to equipment &/or furniture as needed.

MAJOR WORKER CHARACTERISTICS:

Knowledge of cleaning practices & procedures; employee training & development; supervisory principles/techniques; federal custodial/housekeeping standards for assigned agency*; inventory control. Ability to define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; stand, walk & bend to perform inspections; establish friendly atmosphere as manager.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

18 mos. trg. or 18 mos. exp. in cleaning practices & procedures; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; 12 mos. trg. or 12 mos. exp. in inventory control.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to chemicals in cleaning products; may work weekends; may work flexible hours; may be exposed to dangerous consumers, residents or youth. At Ohio Peace Officer Training Academy only, may be exposed to inclement weather conditions; may be required to travel to off-site locations.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Housekeeping Manager 3	42119	EX	07/01/2012	09

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans & manages entire housekeeping program for large residential facility &/or in community (i.e., 251 beds or more in Department of Mental Health, 201 beds or more in Ohio Department of Developmental Disabilities, Ohio Veterans' Home) (e.g., plans, directs & coordinates laundry operations; oversees resident labor program; develops environmental sanitation procedures & standards; inspects facility to monitor for quality assurance) & supervises lower-level custodial/housekeeping staff.

Prepares & monitors housekeeping budget, maintains fiscal & timekeeping records; monitors inventory control of equipment, furniture & supplies; meets with sales persons & vendors concerning products equipment; prepares weekly & monthly reports.

Coordinates housekeeping functions with other departments within institution; serves on various committees; prepares & presents in-service training.

MAJOR WORKER CHARACTERISTICS:

Knowledge of cleaning practices & procedures; employee training & development; supervisory principles/techniques; federal custodial/housekeeping standards for assigned agency*; inventory control. Ability to define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; stand, walk & bend to perform inspections; establish friendly atmosphere as manager.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

24 mos. trg. or 24 mos. exp. in cleaning practices & procedures; 18 mos. trg. or 18 mos. exp. in supervisory principles/techniques; 18 mos. trg. or 18 mos. exp. in inventory control.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to chemicals in cleaning products; may work flexible hours; may be exposed to dangerous consumers or residents.