



CLASSIFICATION SPECIFICATION

CLASS NUMBER 40111

CUSTODIAL WORKER

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE

MAY 5, 2002

Duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Custodial Worker may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.



Summary of Essential Duties

The primary purpose of the Custodial Worker position is to clean and maintain the county department of job and family services buildings, furniture, and fixtures. This is achieved through cleaning floor surfaces, bathrooms, windows, and furniture, as well as collecting and disposing of trash.

Duties

Frequency: 90% +/- 10%

- I. Performs janitorial duties in a county department of job and family services.

Frequency: 5% +/- 2%

- II. Maintains clean walkways and drives on the county department of job and family services property.

Frequency: 3% +/- 1%

- III. Performs laundry duties.

Frequency: 2% +/- 1%

- IV. Reports evidence of fire, illegal entry and theft of county department of job and family services property to custodial supervisor.



**KSA'S FOR THE
JOB CLASSIFICATION OF
CUSTODIAL WORKER**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Office practices and procedures as they pertain to janitorial functions; Safety practices; Cleaning and janitorial functions; Basic mathematical operations; Cleaning equipment operation (e.g., vacuum cleaner, floor buffer, etc).	Performing physical labor; Maintenance of building; Simple repairing of janitorial equipment.	Comprehend written material (e.g., cleaning supply instructions/directions); Exert considerable to heavy physical effort; Work in an environment that requires protective clothing; Perform basic mathematical operations for inventory purposes; Understand manuals and verbal instructions; Complete forms; Operate cleaning equipment; Physically perform manual labor; Deal with problems in a familiar context.
II	Office practices and procedures as they pertain to janitorial functions; Safety practices; Snow removal and pavement salting equipment.	Oral communication; Organization; Maintenance of Agency and surrounding property; Performing physical labor.	Exert considerable to heavy physical effort; Work in an environment that requires protective clothing; Complete forms; Physically perform manual labor (e.g., snow removal); Deal with problems in a familiar context; Work under extreme weather conditions.
III	Office practices and procedures as they pertain to janitorial functions; Safety practices; Cleaning and janitorial functions; Operate equipment (e.g., laundry machine).	Performing physical labor; Maintenance of building.	Exert considerable to heavy physical effort; Work in an environment that requires protective clothing; Understand manuals and verbal instructions; Operate cleaning equipment; Physically perform manual labor; Deal with problems in a familiar context.
IV	Office practices and procedures as they pertain to janitorial functions; Safety procedures; Security procedures.	Oral communication; Maintenance of building.	Deal with problems in a familiar context; Report safety or security problems to others.



Minimum Qualifications

- Formal education in arithmetic that includes addition and subtraction and speaking common English vocabulary. Formal education in reading common English vocabulary that results in an applicant being able to read and comprehend labeling and instructions on cleaning supplies.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position requires significant physical effort. The position requires the incumbent to occasionally lift items weighing up to 50 lbs. In addition, the position frequently requires activities such as walking, bending, lifting, standing, as well as repetitive motions such as vacuuming, scrubbing, mopping, and shoveling. The position demands the ability to perform simple repetitive manual actions such as operating a floor buffer or vacuum cleaner. The position involves a moderate probability of injury. Use of specific universal safety precautions and special safety equipment such as boots, goggles, gloves, shields, and back protection is required, but may be ineffective in avoiding trips, falls, and physical injuries from bending, scrubbing or shoveling. Exposure to extreme weather conditions is involved in snow and ice removal. Injuries could include temporary to permanent damage to eyes, lungs, or limbs. Minor injuries such as bumps, bruises, and paper cuts are likely.