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

CLASS TITLE: Custodial Worker

CLASS NUMBER: 4211

EFFECTIVE DATE: 01/01/1980

NEW EFFECTIVE DATE: 01/13/1991

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.
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; order &/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 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 alternative, equivalent evidence of the Major Worker Characteristics noted above.

-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 required to work weekends &/or flexible hours.