

CLASS SPECIFICATION FOR
Custodial Worker

GENERAL STATEMENT OF DUTIES: Performs routine building cleaning, grounds work and maintenance tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is repetitive and often-heavy manual work requiring the efficient performance of building cleaning, grounds work and maintenance duties. The incumbent works under general supervision on routine recurring assignments, receiving specific instructions on each new or unusual assignment. The work is reviewed daily by inspection.

EXAMPLES OF WORK (illustrative only):

- Strips, seals, waxes and buffs floors;
- Scrubs and rinses floors in assigned area;
- Damp mops a variety of rooms, (e.g., auditorium, library, halls, stairs, cafeteria, kitchens, locker rooms and mechanical equipment rooms);
- Shampoos carpets;
- Washes walls and ceilings by hand;
- Washes and polishes furniture;
- Shovels snow, spreads chemicals and operates snow removal equipment;
- Helps unload delivery trucks;
- Dusts a variety of rooms (e.g., auditorium, stage, library, halls, gym floors and cafeterias);
- Sweeps shops, stairs and entrance areas, locker room, bleachers, sidewalks;
- Vacuums and hoses down sidewalk areas;
- Spray buffs floor in assigned area;
- Operates heating system, including operating incinerator and removing ashes;
- Washes window and door glass inside and outside;
- Cleans and washes venetian blinds;
- Cleans and polishes hardware and doors;
- Cleans and scrubs restrooms;
- Spot cleans floors when needed;
- Washes light fixtures and replaces bulbs and tubes as needed;
- Empties and washes garbage cans;
- Cleans grounds of trash and rubbish, waters lawn and shrubs, cuts grass and shrubs around buildings and checks play yard equipment and drinking fountains;
- Checks and cleans roof drain and down spouts;
- Moves and arranges tables and chairs in cafeteria;
- Arranges rooms for special meetings and activities by setting up tables and additional chairs;
- Turns off all lights in assigned area, locks doors and windows and checks for uniform alignment of venetian blinds;
- Answers emergency calls;
- Responds for emergency clean-up after vandalism and break-ins;
- Performs related work as assigned.

Custodial Worker (continued)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of building cleaning practices, supplies and equipment; ability to use cleaning supplies and equipment economically and efficiently; ability to understand and follow simple oral and written directions; thoroughness; dependability; cleanliness; physical condition that will permit heavy lifting and pushing, reaching, stooping, climbing ladders and work under adverse temperature and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Completion of grade school and preferably some building cleaning experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Some positions may require possession of a driver's license issued by the State of Virginia. May require possession of a valid Commercial Driver's License, with endorsements and without restrictions.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.