

Custodial Assistant II

NATURE OF WORK

This is varied and responsible manual work in the cleaning and security of a public building.

An employee in this class is responsible for cleanliness and custodial care of the library, as well as performance of a variety of simple manual tasks, and building security. Work requires the exercise of considerable independent judgment in applying appropriate techniques, materials and procedures to the work. Work is performed under the supervision of the Facility Manager.

ILLUSTRATIVE EXAMPLES OF WORK

- Sweeps, mops, and polishes floor; vacuums rugs.
- Cleans restrooms; replenishes supplies.
- Empties wastebaskets; disposes of trash.
- Dusts windowsills, furniture, book stacks.
- Washes windows.
- Helps to inventory custodial supplies.
- Opens and/or closes building for use; unlocks/locks doors; sets/shuts off alarm systems; checks heating/air conditioning for temperature control and/or problems.
- Acts as security for after hours meetings and programs.
- Pulls weeds.
- Snow removal including shoveling and use of snowblower.
- Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Some knowledge of the standard practices, materials, tools and equipment used in the building trade.

Knowledge of basic maintenance

Considerable knowledge of the occupational hazards and safety precautions of these trades.

Some knowledge of cleaning materials, methods, equipment and procedures.

Ability to understand and follow oral instructions.

Ability to carry and move light loads and climb ladders.

MINIMUM EXPERIENCE AND TRAINING

Prior experience in custodial work, including simple manual tasks such as painting and minor plumbing repairs.