

**DESCRIPTION:** Under immediate supervision, cleans and maintains work and living areas, rest rooms and other public areas in offices, buildings, and/or facilities. Work is assigned by a housekeeping supervisor and/or custodial supervisor or custodial leader and is intended to maintain high standards of sanitation required for bacterial infection control and accreditation or regulatory standards, and to ensure a clean and orderly appearance in a variety of work and/or living environments. Work assigned requires use of conventional and industrial size cleaning equipment and industrial strength chemicals and other cleaning agents; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first full performance classification level of the Custodial/Housekeeping class series. Positions at this level are assigned routine and repetitive manual custodial, housekeeping, and other building service work and do not plan, guide, or supervise the work activities of other positions or direct work unit operations. The second level class of this series is assigned lead work responsibilities as well as custodial/housekeeping work. Difference between this series and the Facility Maintenance series and the Grounds keeping series is the latter two series are typically assigned semi-skilled and skilled level building and grounds maintenance and repair/renovation work involving different tools and practices.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Cleans, disinfects, and deodorizes showers, bathtubs, lavatories, beds, sinks, mirrors, pipes, and other fixtures using disinfectants or other chemical solutions.

Washes walls, windows, and ceilings using ladders, scaffolding, and other equipment.

Sweeps, mops, scrubs, strips, refinishes, waxes, and polishes floor surfaces using dust mops, wet mops, machine scrubs, stripping, refinishing and polishing agents and industrial size equipment; shampoos and vacuums carpets and similar material; selects and mixes cleaning or chemical solutions.

Observes building or facility standards of sanitation and safety in cleaning procedures, i.e., frequent changing of cleaning water and mop heads and correct use of antibacterial agents.

Empties individual trash containers, replaces old trash liners with new, and removes trash from buildings or facilities; physically lifts and moves material or objects weighing up to 50 pounds or more.

Removes soiled laundry from living areas; washes laundry as needed.

Dusts, washes, and/or waxes furniture, wood surfaces, and fixtures.

Cleans up after guests, visitors, residents, patients, or members to ensure that high standards of sanitation are maintained.

Maintains and repairs/replaces minor components of cleaning equipment; informs immediate supervisor of broken/malfunctioning equipment and fixtures to facilitate repair or replacement.

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Stocks necessary cleaning and paper supplies in janitor closets; refills/replaces hand towels, soap, and other materials to have them available for use.

Removes snow and ice from sidewalks and steps to make areas safe for employees, residents, patients, members, and visitors.

Keeps work activity/inventory records and timesheets.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: established sanitation standards and cleaning procedures.

Ability to: read or comprehend and follow instructions; communicate information so others will understand; learn to operate and maintain cleaning equipment; perform highly unpleasant tasks such as cleaning up human wastes as necessary; learn to select and mix cleaning solutions in proper proportions for a variety of cleaning purposes; endure walking, standing, sitting, bending, climbing and descending stairs and ladders, kneeling, squatting, grasping, reaching, and pushing/pulling/lifting 50 or more pounds, on a daily basis.

Personal characteristics: sufficient physical strength and agility to operate heavy commercial cleaning equipment and lift/move heavy objects as needed.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

No specific education, training, or experience is required for entry to this class.

**SPECIAL NOTES:**

Work schedules may involve ten-hour or other extended workdays, or work during evenings and weekends.

Some positions may require incumbents to be at least 18 years of age. Some positions may require use of hazardous chemicals.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).