

CUSTODIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is routine and repetitive manual work calling for the efficient and economical performance of building cleaning and minor maintenance tasks. Cleaning tasks are performed according to a well-established procedure, and maintenance tasks are performed under direct supervision or according to specific instructions. Work is performed under general supervision. Supervision over the work of others is not normally a responsibility of employees in this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Sweeps and mops floors and stairs; Dusts desks, woodwork, furniture and other equipment; Washes windows, walls, blackboards, sinks and other fixtures; Polishes furniture and metal furnishings; Empties wastebaskets, collects and disposes of rubbish; Clears snow and ice from walks; May mow lawns, trim shrubs, rake leaves and perform a variety of other groundskeeping tasks as assigned; Assists in the operation of an oil, gas fired low-pressure heating system including firing; Delivers packages and messages; May check quantity and quality of supplies received for facility; Places and removes traffic safety signs; Arranges chairs and tables and other equipment for special use of building; Repairs window shades, replaces light bulbs, soap and towels; Paints rooms and equipment and assists in making minor plumbing, carpentry and electrical repairs.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of building cleaning practices, supplies and equipment; Ability to follow simple oral and written instructions; Ability to perform a variety of minor maintenance tasks; Willingness to perform routine cleaning and other manual tasks; Ability to get along well with others; Thoroughness; Dependability; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Revised 3/14/83; 8/11/11; 5/11/22
Reviewed: 3/10/21; 7/25/24; 8/8/25