

# **CUSTODIAL AIDE**

**Department: General Services**

**Classification: Labor**

**Specification Number: 2570**

**Approved: 1/4/23**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**This title is in the labor class and as such there are no minimum qualifications.**

## **DISTINGUISHING FEATURES OF THE CLASS**

**Under direct supervision an employee in this title performs entry level custodial work of a routine nature. The incumbent assists custodial staff with unskilled maintenance tasks that are recurring, clear cut, and basic in nature. This position facilitates the work of others. The incumbent must demonstrate some degree of flexibility as assigned tasks may vary from day to day. Some tasks that will be performed will always require close supervision.**

## **TYPICAL WORK ACTIVITIES**

**Washes windows;**

**Cleans and keeps restrooms supplied with paper towels, toilet paper, and soap;**

**Vacuums carpets and furniture;**

**Empties and cleans wastebaskets;**

**Sweeps and damp mops resilient floors;**

**Cleans outside entrance ways;**

**Replaces florescent lamps;**

**Dusts furniture and equipment;**

**Assists custodial staff with unskilled tasks, such as: filter changes, pulling electrical wire, moving construction materials, removal of construction debris, or other tasks as required;**

**May assist with snow removal;**

**Performs related duties as assigned.**

## **KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS**

**Ability to follow instructions; ability to learn assigned tasks and adhere to prescribed department policies; ability to establish and maintain harmonious working relationships with co-workers and the general public; ability to lift heavy objects; ability to work in a variety of weather conditions; ability to climb vertical ladders; ability to communicate verbally; ability to understand safety procedures; physical condition commensurate with the demands of the position.**