

# CUSTODIAL WORKER I

**Department: General Services**

**Classification: Labor**

**Specification Number: 2580**

**Approved: 12/28/22**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

This title is in the Labor class so there are no minimum education or experience requirements for this position.

## **DISTINGUISHING FEATURES OF THE CLASS**

Under direct supervision, an employee in this title performs predominantly manual work cleaning Town buildings. The incumbent is responsible for a variety of housekeeping tasks and occasional minor maintenance during an assigned shift. Some assignments may require skills which are readily learned on the job. Work is performed under direct supervision of a Custodial Worker II or other superiors, but many tasks assigned may be routine and repetitive, and once learned can be carried out without difficulty and with less direct supervision. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

- Mops, waxes , polishes and strips floors; vacuums carpets;
- Dusts and polishes furniture, bookcases, paneling and light fixtures;
- Washes windows, walls and woodwork; empties garbage cans and trash baskets;
- Cleans lavatories; and replenishes supplies;
- Moves furniture and equipment from one place to another as directed; makes minor repairs;
- Occasionally performs outside maintenance tasks, such as shoveling snow;
- May perform minor grounds maintenance work.

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

Working knowledge of the materials, methods and equipment used in custodial work; ability to understand and follow simple oral and written instructions; ability to make minor repairs and adjustments to cleaning equipment; physical condition commensurate with the demands of the position.