

## HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5020

### CUSTODIAN

**Abolished Effective February 10, 2006**

#### CLASS SERIES CONCEPT

Perform custodial assignments to maintain the cleanliness and care of the institution's facilities.

#### BASIC FUNCTION

Perform custodial tasks to maintain cleanliness and care of facilities within assigned area.

#### DISTINGUISHING CHARACTERISTICS

Under general supervision, perform custodial tasks to maintain cleanliness and care of facilities within assigned area.

#### TYPICAL WORK

Clean and sanitize restrooms/shower rooms and fixtures in accordance with established procedures and standards; refill restroom dispensers;

Clean chalkboards and erasers; dust and wipe furniture; sweep, mop or vacuum floors; empty wastebaskets, trash, and recycle containers; empty and clean ashtrays and cigarette urns; replace light bulbs;

Set-up and take down equipment, such as chalkboards and easels, and furnishings, such as folding chairs and tables needed for meetings, classrooms, conferences, and events;

Strip, clean, buff and apply finish to floors; use high speed floor buffers/polishers; vacuum and clean carpets;

Use and maintain assigned power equipment and hand tools such as vacuum, broom, mop, squeegee, ladder for the cleaning and general maintenance of floors, walls, carpets, and furniture;

Lock and unlock buildings; secure building when facilities are not in use by checking for unlocked doors and windows; report unauthorized occupants;

Class Code: 5020

Follow written and/or verbal instructions regarding the use of chemicals, supplies and equipment; comply with safety policies and procedures;

Report need for repair and/or maintenance;

May wash interior or easily accessible exterior windows;

May perform cleaning and related activities in areas within a reasonable distance from buildings using hand-operated tools or small power equipment to remove snow or debris, or sweeping sidewalks or stairs;

May move furniture, equipment, supplies and tools on an incidental basis;

May operate high-pressure washer;

May check students in and out; issue linen and bedding; keep student rooms inventory records; change and make beds;

Perform related duties as required.

#### MINIMUM QUALIFICATIONS

Physical ability to do required work.

New Class: 2-07-73

Revise Class: 5-17-73

Revise Title & Class: 10/15/81 (EFFECTIVE 11/01/81)

Revise Class: 8/7/92