

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Custodial Worker

Class Code: 80122

Pay Grade: GB

A. Purpose:

Cleans and sanitizes floors, walls and furniture in offices and institutional buildings to meet sanitary regulation levels and enhance the appearance of the buildings.

B. Distinguishing Feature:

Custodial Workers perform a variety of janitorial duties.

Custodial Crew Leaders direct the daily activities of custodial workers.

C. Functions:

Example of Duties: (Any one position may not include all of the duties listed nor do the listed examples include duties which may be found in positions of this class.)

1. Performs a variety of cleaning to ensure sanitary conditions are met.
 - a. Cleans and sanitizes restrooms.
 - b. Scrubs, mops, waxes and polishes floors using dry and wet mops, wax applicators and buffers.
 - c. Dusts and washes walls, woodwork and ceilings.
 - d. Washes windows.
2. Collects and removes refuse from offices and buildings to ensure cleanliness of the facility.
3. Performs other duties as directed.
 - a. Moves and arranges furniture.
 - b. Removes snow from steps and sidewalks
 - c. Reports needed repairs to supervisor.

D. Reporting Relationships:

Typically reports to a Custodial Services Supervisor or Building Manager. Does not supervise, but may train or direct entry level custodians, trustees, or other temporary workers.

E. Challenges and Problems:

The Custodial Worker is challenged to maintain cleanliness of a wide variety of buildings, surfaces, and materials.

F. Decision-making Authority:

Decisions made by the incumbent include what cleaning supplies to use for a cleaning job and to rearrange the daily work schedule if the need arises.

Decisions referred include ordering supplies and the need for repairs in the assigned area.

F. Contact with Others:

The incumbent has daily contact with the supervisor to receive duty assignments and daily contact with residents/employees to clean the areas they live/work in.

G. Working Conditions:

Incumbents use various chemicals to clean and sanitize floors and fixtures, work on wet slippery floors, and occasionally use ladders to perform cleaning duties or to replace light bulbs. Incumbents in state institutions work around residents who may have behavioral problems.

I. Knowledge, Skills and Abilities:

Ability to:

- read and write;
- follow instructions;
- stand for extended periods of time;
- lift up to 50 pounds.