

POSITION DESCRIPTION

Custodian, State Capitol

Bureau of Facilities Management, Division of State Facilities

Position Summary

Under the general direction of the Custodial Services Manager, Bureau of Facilities Management, this position is primarily responsible to perform work of a heavy physical nature related to cleaning and maintenance of State office buildings and to perform other work as assigned which may include tasks not specifically enumerated above necessary to meet the operational needs of the bureau.

Goals and Worker Activities:

35% A. Perform general cleaning responsibilities of state office buildings.

- A1. Dust, sweep, and mop floors and stairwells
- A2. Vacuum and spot clean carpets and rugs
- A3. Clean ashtrays, empty wastebaskets, collect and remove waste Paper
- A4. Dust, clean, polish furniture, desks, and cabinets
- A5. Dust, sweep, and mop offices and hearing rooms
- A6. Clean and sanitize restrooms
- A7. Remove snow from walks, drives, and steps
- A8. Clean up spills and other messes as required or as needed

30% B. Work with lead workers to complete project work.

- B1. Strip, mop, and wax floors and hallways
- B2. Move office furniture, desks, cabinets and equipment
- B3. Dust, clean and operate elevators
- B4. Clean storerooms and work areas
- B5. Clean and dust woodwork, walls, fixtures, and glass

20% C. Perform routine maintenance on cleaning equipment.

- C1. Maintain vacuum cleaners in good working condition
- C2. Replace light bulbs and globes
- C3. Repair mops, dusters, and brooms

10% D. Assist in maintaining building security and energy conservation.

- D1. Close windows, doors
- D2. Turn off lights when not in use
- D3. Unplug appliances not in use
- D4. Scrutinize use of state issue keys

5% E. Perform other work assigned, which may include tasks not specifically enumerated above, necessary to meet the operational needs of the capitol bureau.

- E1. Keep records and make reports a necessary
- E2. Notify supervisor and/or lead worker of equipment and facilities in need of repairs or replacement
- E3. Notify supervisor and/or lead worker of supplies and cleaning material that are low in inventory