

BUILDING CUSTODIAN

DESCRIPTION OF WORK

This is supervisory work in the cleaning and minor maintenance of buildings and equipment. Employees supervise a small work force in the performance of a variety of routine duties. Assignments may include the responsibility for the security of the building and its contents. Work is performed under the limited direction of an administrative superior or housekeeping supervisor, which requires the employees to use some initiative in planning and executing assigned duties.

EXAMPLES OF DUTIES PERFORMED

Schedules and supervises the cleaning and minor maintenance of the building.
Assigns personnel to perform miscellaneous duties such as cleaning the grounds, delivering mail, and washing state owned vehicles.
Supervises the moving of furniture and equipment.
Prepares requisitions of supplies and materials.
Checks the building and reports any emergency to the proper authorities.
Performs related duties as required.

RECRUITMENT STANDARDS

Knowledge, Skills, and Abilities

Considerable knowledge of cleaning procedures and products.
Ability to supervise a work force.
Ability to judge supply needs and necessary equipment to accomplish assigned duties.
Ability to improvise and manage personnel to complete a variety of work.

Minimum Education and Experience

Education and/or experience in housekeeping work that is directly related to the job and consistent with accepted practices of the trade equivalent to two years of experience in commercial and/or institutional housekeeping.