



Custodial Worker Job Description

General Statement of Duties:

Performs cleaning, maintenance, and minor repair tasks; does related work as required. Under direct supervision, the duties of this class involve the efficient and economical performance of building cleaning. Duties may involve the performance of maintenance activities and minor repair tasks. This work is performed according to a well-established routine. Supervision may be exercised over Laborers and/or Cleaners.

Examples of Work:

- Sweeps, mops and waxes floors; washes walls and windows; dusts and performs other cleaning duties.
- Dusts desks, woodwork, furniture and other equipment.
- Cleans and mops lavatories and locker rooms and replaces soap or towels.
- Empties wastebaskets and collects and disposes of refuse; also wash out if foul odors accrued.
- Moves and arranges chairs, tables and other furniture or equipment.
- Maintains cleanliness and sanitation of the offices and vacuuming.
- Checks windows and doors to see that they are closed and locked.
- May make minor repairs to furniture, electrical fixtures, windows and shades, locks, faucets, heating system and other equipment.
- May undertake routine maintenance tasks related to building operating systems, i.e.; changing filters, etc.
- May perform grounds keeping activities such as cleaning snow, mowing lawns, raking leaves, trimming shrubs, and general grounds maintenance such as clearing litter and debris.
- Performs a variety of errands and related custodial tasks.

Required Knowledge, Skills, Abilities and Attributes:

- Working knowledge of building cleaning practices, supplies and equipment and the ability to use them economically and efficiently.
- Familiarity with the operation and maintenance of heating systems.
- Ability to make minor plumbing, electrical, carpentry, and mechanical repairs and perform a variety of routine maintenance tasks.
- Ability to understand and carry out simple oral and written directions.



- Willingness to perform custodial and other manual tasks.
- Thoroughness; dependability; physical condition commensurate with the duties of the position.

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All positions will be cross-training in all areas of ILF Transportation.***

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