

# NEW CASTLE COUNTY GOVERNMENT

Number 0875

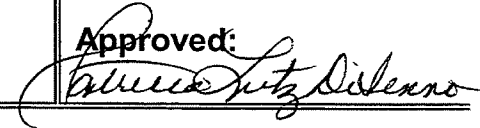
Page 1 of 1

Date 07/02/02

## CLASS SPECIFICATION

Title: CUSTODIAN

Approved:



GENERAL STATEMENT OF DUTIES: Performs routine building cleaning tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs manual work requiring efficient performance of building cleaning and maintenance duties. This employee works under general supervision on routine recurring assignments, receiving specific instructions on each new or unusual assignment. Work is inspected by the shift supervisor and may be distributed among several buildings or facilities. Scheduling of work may vary.

EXAMPLES OF DUTIES: (Illustrative only)

- Sweeps, mops, buffs, strips, and waxes floors;
- Washes windows, and polishes furniture;
- Dusts woodwork, walls, baseboards, furniture, and other articles or equipment;
- Opens and closes doors, buildings, etc. for various use;
- Arranges furniture for meetings;
- Moves furniture as required;
- Vacuums, spot cleans, and shampoos carpets and upholstery;
- Collects paper and rubbish and performs a variety of other grounds tasks;
- Delivers packages and messages;
- Turns lights on and off as required;
- Sweeps gutters and sidewalks;
- Operates plant watering equipment;
- Keeps rest rooms clean and supplied with paper towels and tissue;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Ability to learn building cleaning practices and cleaning equipment operation; ability to learn the proper, economic, and efficient use of various cleaning supplies; ability to understand and follow simple oral directions; thoroughness; dependability; cleanliness; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: This is an entry level classification which requires no prior experience or special training.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent where the duties of the position include driving a vehicle.

HISTORY OF REVISIONS:

Established: 12/04/89  
Revised: 01/01/91  
Revised: 01/01/96  
Revised: 11/01/98  
Revised: 07/02/02