

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: CUSTODIAL WORKER

FLSA Status: Nonexempt

GENERAL CLASS DESCRIPTION: Positions in this classification perform a variety of janitorial duties in and around City buildings. Reports to a Custodial Supervisor.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Performs janitorial duties in assigned City buildings to include cleaning floors, bathrooms, elevators, kitchens and appliances; furniture and public areas. Stocks cleaning supplies as needed.
- Cleans windows and building exteriors.
- Empties, cleans and deodorizes trash and recycling containers as necessary or scheduled.
- Cleans common area stairs, walls, doors, and floors as scheduled.
- Set up and breaks down meeting rooms as required, arranging and re-arranging furniture and equipment as necessary.
- Performs other general janitorial work such as replacing light bulbs and other related duties as assigned.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- General knowledge of the procedures, techniques and supplies used to clean building interiors.
- General knowledge of the use and importance of safety equipment.
- General knowledge of safety practices for lifting, and performing assigned janitorial work.

Physical Requirements:

- Ability to bend, stoop, and lift in the performance of janitorial duties. Ability to perform manual labor; to use various cleaning supplies and equipment.

Language Ability & Interpersonal Communications:

- Ability read warnings and directions on cleaning supplies; and to read operating manuals for assigned equipment.
- Ability to communicate effectively with building inhabitants regarding janitorial operations.
- Ability to follow oral and written instructions.

CUSTODIAL WORKER

Environmental Adaptability

- Work is performed mostly indoors. Cleaning work requires exposure to cleaning chemicals and supplies.

ACCEPTABLE TRAINING AND EXPERIENCE

Requires some experience performing janitorial or manual labor; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.