

## **CUSTODIAL WORKER / COURIER**

|                        |  |
|------------------------|--|
| <b>Location:</b>       | Tioga County School Districts              |
| <b>Classification:</b> | Non-Competitive                            |
| <b>Salary:</b>         | Varies by location                         |
| <b>Adopted:</b>        | 09/06; Tioga Co. Personnel & Civil Service |

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing building cleaning and occasional minor maintenance tasks as well as collection, transport and delivery of materials and supplies. Employees in this class work under the general supervision of the Superintendent of Buildings and Grounds. This class differs from that of Custodian by a more limited scope of duties performed. Duties will vary dependent on the season and school session. Does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative only)**

- Sweeps, mops, washes and vacuums floors and stairs;
- Empties wastebaskets, collects and disposes of trash;
- Operates typical cleaning equipment, vacuum cleaner, broom, wet vacuum and floor scrubber, as necessary;
- Uses heavy mechanical equipment in stripping, waxing and polishing floors;
- Arranges chairs and tables and other equipment for special use of building;
- Replaces light bulbs, soap and towels;
- Moves furniture, supplies and other equipment;
- Clears sidewalks of snow;
- Collects, delivers and distributes mail, messages, food supplies, stationary, and other materials;
- May deliver bank deposits;
- May perform minor grounds keeping tasks such as mowing grass and raking leaves;
- May perform minor maintenance work such as unclogging stopped drains;
- May lock or unlock the building as required;
- May use a vehicle to collect and dispose of trash.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of common cleaning, disinfecting methods, materials and equipment; Working knowledge of local geography and roads; Skill in the use of cleaning and maintenance equipment (e.g., vacuum cleaner, carpet shampooer and floor buffer); Ability to understand and follow simple oral and written directions; Ability to lift heavy objects and perform work requiring bending, climbing, reaching, and repetitive motion; Ability to operate a motor vehicle; Willingness to perform routine cleaning and other physical tasks; Willingness to be exposed to dust, dirt, grease, grime, offensive sights and odors; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None

**Special Requirements:** Possession of a valid New York State driver's license appropriate to the vehicles operated.