

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32601
Job Class Code:	150	Salary Schedule:	AREG
EEO Category:	08	Grade:	08
Workers Comp Code:	9015		

Job Code Established:	01/03/87	Effective Date:	
Job Code Revised:	01/01/04	Effective Date:	

JOB CODE SERIES: Residential Services Series

JOB CODE TITLE: CUSTODIAL WORKER I

HRIS TITLE: CUSTODIAL WORKER I

CHARACTERISTICS OF THE CLASS: Works closely with a lead; supervised by a Custodial Crew Supervisor or Building Maintenance Supervisor. Has the authority to arrange work schedule conforming with area program plans. Occasional heavy lifting. Cleans and sanitizes buildings, furnishings and equipment; moves and lifts heavy objects; collects and disposes of waste; refills dispensers; maintains outside walks and patios.

EXAMPLES OF DUTIES: Maintains floors in assigned area by sweeping, dusting, we mopping and buffing. Vacuums carpeting, shampoos and spot clean carpets as needed. Dusts all furniture, equipment rooms, vents, window skills, and light fixtures. Collects and disposes of all trash from containers in building. Wet mops, cleans fixtures with germicidal solutions in restrooms and re-supplies dispensers. Scrubs and cleans kitchen areas, counter surfaces, stoves, floors and other surfaces. Washes down and cleans dining tables, chairs and dining area. Cleans windows, frames, ledges, screens; straightens and vacuums curtains and drapes. Cleans ceilings, area surrounding air ducts and vacuums acoustical tile. Cleans water and coffee spills as emergencies occur. Writes work orders for repairs and damage to buildings and equipment.

Attends periodic workshops or training sessions to improve working knowledge and skills relating to custodial equipment and chemical products. Orders and reorders supplies for work unit as needed, by filling in and routing forms. Performs related work as required. Work product consists of assigned office area cleaned and sanitized; dust/dirt-free vents and window; trash deposited in designated area; office equipment and furnishings moved and sited. Responsible for completion of custodial duties as assigned, within time frames and standards.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: cleaning methods, materials and equipment; cleaning chemicals and related application; sanitation standards and regulations; applicable agency policies; safety procedures.

Skill in: the effective application and use of cleaning products; the safe use of powered cleaning equipment and tools; positioning self to avoid injury when lifting heavy objects.

Ability to: follow basic cleaning and instructional procedures.

SPECIAL SELECTION FACTORS: Requires ability to pass a post-offer physical exam. May require possession of and ability to maintain a current, valid Arizona driver's license appropriate to the assignment.