

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** CUSTODIAL WORKER

**TITLE #:** 1201

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for the performance of routine building cleaning and occasional minor maintenance tasks. Cleaning tasks are performed according to well-defined procedures and maintenance tasks are performed under direct supervision or according to specific instructions. Supervision is received from a custodian or other superior. Supervision of the work of others is not a responsibility of employees of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Cleans rest rooms, replenishes usable items;

Sweeps and mops floors and stairs, vacuums rugs; waxes and buffs floors;

Dusts desks, woodwork, furniture and other equipment;

Washes windows, walls, blackboards, sinks and other fixtures;

Polishes furniture and metal furnishings;

Empties waste baskets; collects and disposes rubbish;

Cleans snow and ice from walks; sands and salts walks and driveways;

May mow lawns, trim shrubs, rake leaves and perform a variety of other groundskeeping tasks as assigned;

Assists in the operation of an oil or gas fired low-pressure heating system, including checking boiler for temperature and pressure;

Delivers packages and messages; carries or transports using hand trucks;

Unloads and stores supplies and materials from vehicles;

Arranges chairs and tables and other equipment for special use of building or large floor areas;

Repairs window shades, replaces light bulbs;

Paints rooms and equipment and assists in making minor plumbing, carpentry and electrical repairs;

May make tour of buildings and grounds for security check and possible malfunctioning of facilities; reports any unusual conditions and facilities not functioning properly.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of building cleaning practices, supplies and equipment; ability to follow simple oral and written instructions; willingness to perform routine cleaning and other manual tasks; ability to get along well with others; thoroughness; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None are required.

**JURISDICTIONAL CLASSIFICATION:** Labor

ADOPTED: UNKNOWN

REVISED: 6/6/75

REVISED: 6/18/93