100-100U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Properties & Facilities

POSITION NUMBER 20005719

JOB CODE TITLE Custodial Worker

JOB CODE 42111

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Custodial Worker

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005715 Custodial Worker Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)
4:00 p.m. - 12:30 a.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
75	Performs custodial duties to maintain cleanliness of areas in & around assigned buildings (e.g., offices, entrances, rest rooms, parking areas, sidewalks, patios, & driveways): wears personal protective equipment (e.g., gloves, eye protection, boots, masks) to mix & apply stripping solutions to floors; sweeps & mops floors; uses heavy-duty buffer (e.g., 175 rmp floor buffing machine) to remove old finish from floors; applies spray sealer; lifts liquid floor finish containers (e.g., 40 lb. containers) & supplies liquid floor finish; uses heavy-duty buffer to polish floors; moves & operates buffers & cleaning equipment (e.g., commercial scrubbers, buffers, & vacuum cleaners) lifting up to 50 lbs; uses germicidal cleaners & disinfectants to clean rest rooms; washes rest room walls, ceilings, floors, scrubs sinks, toilets & countertops; polishes mirrors & glass; replenishes soap, paper towels & toilet paper; spot cleans office & corridor walls; cleans, dusts & waxes furniture; climbs ladder to clean air ventilation diffusers in ceiling & light fixtures using chemical cleaners & duster; cleans Venetian blinds weekly; vacuums carpets using a commercial weight vacuum cleaner (approx. 23 lbs.) spot cleans carpets; reads material safety data sheets & chemical contents on cleaning products for safety in mixing cleaning solutions; uses appropriate personal protective equipment (e.g., gloves, eye protection, boots, masks) when using or mixing cleaning compounds; checks in supplies & stocks supply closets.	Knowledge of (1) agencies policies & procedures regarding safety practices*; (2) cleaning practices & procedures. * Skill in (3) operation of cleaning equipment & tools (e.g., commercial scrubbers, buffers, & vacuum cleaners). Ability to (4) count, do basic addition & subtraction; (5) read MSDS sheets & chemical container labels; (6) carry out simple instructions; (7) recognize safety warnings; (8) stand, walk or bend continuously; (9) lift up to 50 lbs. frequently; (10) recognize unusual or threatening conditions & take appropriate action; (11) work alone on most tasks.
15	Cleans trash receptacles & recycle bins each shift: lifts plastic liner from small trash containers & places into large bins; replaces plastic liners; bundles large bags & places to dumpster; transports paper from recycle bins to collect point, with assistance, empties into dumpster.	Knowledge of 1,* 2* Ability to 6, 7, 8, 9, 10,11.
5	Performs miscellaneous related duties to assist in maintaining cleanliness in & around assigned buildings under all conditions: removes snow &/or ice from sidewalks; uses outdoor vacuum (e.g., Billy Goat) to clean driveways, entrances, sidewalks, parking areas & patios); reports evidence of fire, illegal entry & theft of property.	Knowledge of 1*, 2* Skill in (12) operation of Billy Goat Ability to 6, 7, 8, 9, 10,11.
5	Assists with setup & breakdown for meetings & special events: moves furniture, sets up tables & chairs, cleans after event, removes tables & chairs. Other related duties as assigned.	Knowledge of 1* Skill in 3 Ability to 6, 7, 8, 9, 10, 11.
	This position has been designed as essential.	*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven

DATE: 11/21/08

Appl 12-26-08