

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES:</u> Custodial Worker	<u>SERIES NO.:</u> 4211	
	<u>MAJOR AGENCIES:</u> Attorney General Only	<u>EFFECT. DATE:</u> 01/01/1980	<u>NEW EFF. DATE:</u> 01/13/1991

SERIES PURPOSE:

The purpose of the custodial worker occupation is to maintain a clean environment in which employees may work & clients may live.

CLASS TITLE:

Custodial Worker

CLASS NUMBER:

42111

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

01/13/1991

CLASS CONCEPT:

The developmental level class works under immediate supervision & requires working knowledge of custodial procedures in order to clean & maintain offices, living & dining areas & rest rooms.

CLASS TITLE: Custodial Worker	CLASS NO.: 42111	BARG. UNITS: 045
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

01/13/1991

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

Cleans & maintains living facilities, dining areas, rest rooms &/or offices (e.g., dusts, mops, sweeps, buffs & waxes floors; scrubs sinks, toilets, countertops, walls & ceilings; dusts & cleans furniture & equipment; empties trash; washes windows; polishes mirrors & glass; vacuums & shampoos carpet; replenishes soap, paper towels & toilet paper).

Performs miscellaneous related duties (e.g., removes snow &/or ice from sidewalk; removes litter from grounds replaces light bulbs; order &/or stocks supplies; secures doors &/or windows; moves furniture; sorts &/or washes linens).

MAJOR WORKER CHARACTERISTICS:

Knowledge of cleaning practices & procedures*; addition & subtraction. Skill in operating cleaning equipment & tools*. Ability to carry out simple instructions; recognize safety warnings; stand, walk or bend continuously; lift up to 50 lbs. frequently.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic includes addition & subtraction & in reading & speaking common English vocabulary. In accordance with Section 124.11(B) (2), Revised Code, Director of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to chemicals in cleaning products; may be exposed to unpleasant weather conditions; may work evenings; may be required to work weekends &/or flexible hours.