

DISTINGUISHING FEATURES OF THE CLASS: This is routine and repetitive manual work calling for the efficient and economical performance of building cleaning and occasional minor maintenance tasks. Cleaning tasks are performed according to a well-established procedure, and maintenance tasks are performed under direct supervision or according to specific instructions. Supervision is received from an assigned supervisor. Supervision over the work of others is not a responsibility of employees of this class.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Sweeps and mops floors and stairs;

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 of rubbish;

Clears snow and ice from walks;

May mow lawns, trim shrubs, rake leaves and perform a variety of other grounds-keeping tasks as assigned.

Assists in the operation of an oil or gas low-pressure heating system;

Delivers packages and messages;

Places and removes traffic safety signs;

Arranges chairs and tables and other equipment for special use of school building;

Repairs window shades, replaces light bulbs, soap and towels;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: 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; willingness to work under all weather conditions; thoroughness; and dependability.

MINIMUM QUALIFICATIONS: None