

CUSTODIAL AIDE (SEASONAL)

LOCATION: Tioga County
CLASSIFICATION: Non-Competitive (County Service)
SALARY: To be determined
ADOPTED: Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class work closely with a Custodian to perform manual work involving efficient and economical building cleaning and maintenance repairs. Cleaning tasks are performed according to a well-established procedure, while maintenance tasks are executed by specific instruction. Direct supervision is received from a higher level supervisor with some leeway for use of independent judgment. This class differs from Custodian in that supervision over the work of other employees is not a responsibility in this class. Does related work as required

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- 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 groundskeeping tasks as assigned;
- Assists in the operation of a coal, oil or gas low-pressure heating system including firing and removing ashes;
- Delivers packages and messages;
- Places and removes traffic safety signs;
- Arranges chairs and tables and other equipment for special use of school building;
- Cleans, sorts and folds linens;
- Repairs and maintains school equipment and facilities;
- Performs any other duties necessary as assigned by the Custodian.

FULL PERFORMANCE KNOWLEDGE, 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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- a. Graduation from high school or possession of a high school equivalency diploma;
OR
- b. Two (2) years of building cleaning, building maintenance work experience, or equivalent work experience to indicate the ability to perform the work.