

BUILDING SERVICE WORKER

FUNCTION OF THE JOB

Under supervision, to perform work involving the cleaning of buildings and offices; to perform light maintenance duties; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Operates large janitorial equipment, such as heavy scrubbing machines, waxing and floor stripping machines.
2. Empties waste baskets and recycle containers into carts or bags, and transports to dumpster or loads recycling materials into compactor; and cleans surrounding areas.
3. Shovels, salts and sands sidewalks and stairs.
4. Assembles scaffold and ladders to repair or clean high areas inaccessible from the ground such as changing ceiling lights, including fluorescent and incandescent fixtures.
5. Performs security checks of buildings, making sure exterior doors are closed and locked.
6. Performs light maintenance duties such as removing broken glass, unplugging clogged drains, sinks, or toilets, and repairing blinds.
7. Maintains janitorial equipment and restocks supplies on carts and janitor closets and restrooms.
8. Cleans up bodily waste, vomit, and blood.
9. Sweeps floors, stairs, and entryways and dry and wet mops floors, and strips and waxes floors using a small buffing machine.
10. Cleans and sanitizes toilets, urinals, sinks, bathtubs, showers, tile, water fountains, and mirrors.
11. Dusts desks, windowsills, file cabinets, counters, paneling, chairs, registers, ledges, blinds, vents, and baseboards.
12. Washes windows, doorway glass, glass partitions, and tables.
13. Vacuums and shampoos carpets; empties vacuum cleaners and maintains equipment.
14. Moves furniture and office equipment in order to dust, scrub, and wax floors from one location to another.
15. Reports maintenance concerns and carpet or upholstery stains to supervisor.
16. Establishes and maintains effective working relationships with co-workers, supervisor, building occupants, and the public.
17. Maintains prompt, predictable, and regular attendance.
18. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of the materials, equipment, tools, procedures, and methods used in cleaning buildings and offices.
2. Working knowledge of the operation and care of the maintenance tools and equipment.
3. Working knowledge of occupational hazards and safe work practices relating to custodial services.
4. Ability to perform heavy manual custodial labor.
5. Ability to understand and carry out verbal and written instructions.
6. Ability to establish and maintain effective working relationships with co-workers, supervisors, building occupants, and the public.
7. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds, and persons of all ages and lifestyles.
8. Ability to operate large janitorial equipment, such as stripping, waxing, and heavy scrubbing machines.

Training and Experience

1. High school diploma or GED.
2. One year of post high school work experience.