CUNY CLASSIFIED CIVIL SERVICE

POSITION DESCRIPTION:  

TITLE: CUNY Custodial Assistant

CODE: Non-Competitive 04861

DATE: July 24, 1997

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Under close supervision, performs work of ordinary difficulty in cleaning public buildings and their immediate grounds; performs related light labor duties; performs related work.

EXAMPLES OF TYPICAL TASKS:

Sweeps, damp mops, and wet mops office floors, toilets, corridors, lobbies and other assigned floor areas.

Cleans wash basins and other toilet room facilities.

Washes walls by hand with a brush or by using an electric machine.

Scrubs floors with an electric machine; waxes and polishes floors.

Hand scrubs stairs and stair landings.

Empties waste baskets and disposes of refuse.

Vacuums and cleans rugs, carpets, and upholstered furniture.

Dusts, and removes and cleans window coverings such as blinds.

Performs shoulder high and high dusting of walls.

Dusts and polishes furniture and metal work.

Cleans mirrors and glass in bookcases, doors, and restrooms.

Washes electric light fixtures.
Replenishes bathroom supplies in toilets.

Sweeps sidewalks and removes snow from sidewalks; washes sidewalks and lower portions of buildings with brush and hose.

Replaces bulbs and fuses.

Attends a low pressure heating plant.

May occasionally operate an elevator, move furniture or act as watch person.

Reports broken equipment.

Oberves safety precautions.

Puts up safety warnings and/or stanchions for wet floors or other areas for limited access during cleaning.

Sorts refuse for recycling.

Cleans small kitchens and/or coffee service areas for offices.

**QUALIFICATION REQUIREMENTS:**

1. There are no formal educational, or experience requirements.

2. There are certain medical and physical requirements.

**DIRECT LINES OF PROMOTION:**

FROM: None TO: Custodial Supervisor (80510)