THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title CUNY CUSTODIAL ASSISTANT

Title Codes
04861 Annual (Full-Time)
04861 H Hourly
Non-Competitive.

FLSA Status Non-Exempt

Date Issued April 2, 2007

General Duties and Responsibilities

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

There is no Assignment Levels for this position. All personnel perform related work. This specification describes typical assignments; related duties may be assigned as needed.

Qualification Requirements

There are no formal education or experience requirements. There are certain medical and physical requirements as established by University management.

Direct Lines of Promotion

From: None To: Custodial Supervisor (CUNY) (04862)

General Work Tasks

- Sweeps, damp mops, and wet mops office floors, toilets, corridors, lobbies, and other assigned floor areas.
- Cleans washbasins and other toilet room facilities.
- Washes walls by hand with a brush or by using and electric machine.
- Scrubs floors with an electric machine; waxes and polishes floors.
- Hand scrubs stairs and stair landings.
- Empties waste basket 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 dusting of walls.
- Dusts and polishes furniture and metal work.
- Cleans mirrors and glass in bookcase, doors, and restrooms.
- Washes electric light fixtures.
- Replenishes bathroom supplies in toilets.
- Sweeps sidewalks and removes snow from sidewalks; washes sidewalks and lower portion 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.
- Observes safety and environmental health precautions as directed.
- 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.