

THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title CUNY Custodial Assistant

Title Code 04861 Annual (Full-Time)
04861 H Hourly

This title is classified as Non-Competitive.

FLSA Status Non-Exempt

Date Issued April 2, 2007

General Duties and Responsibilities

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

There is one Assignment Level 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 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.

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.