

CUSTODIAL AIDE/PORTERDEFINITION

Under direct supervision, performs routing duties in the cleaning of public buildings and facilities.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Unlocks all entrance and exit doors of the City facility in the morning. Cleans floors, including mopping spilled liquids from floors and carpets. Prepares the City Council Chambers for meetings by arranging nameplates and setting out pitchers and drinking glasses, etc.; prepares other sites for meetings and events as requested. Changes light bulbs in offices and conference rooms. Moves and arranges furniture. Listens to telephone messages requesting regular and emergency maintenance services and follows up as appropriate. Provides service to City employees and customers by opening locked offices, refilling restroom paper products, etc. Retrieves and restocks janitorial supplies. Assists in the cleaning of offices by vacuuming and cleaning carpets, maintaining floors, dusting and polishing furniture, emptying waste receptacles, and washing windows and walls. Participates in the cleaning, waxing and polishing of floors. Turns out lights and locks doors and windows. May clean restrooms. Reports mechanical defects and potentially hazardous situations to appropriate staff. Performs other related duties as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This class performs work similar to the Custodian classification but at a lower level; those duties and responsibilities that overlap the Custodian class are performed with the assistance and guidance of Custodians and custodial supervisors.

RECOMMENDED MINIMUM QUALIFICATIONS

Some experience in performing the work described above and the ability to read, write and understand English, or any equivalent combination of training and experience that provides the knowledge, skills and abilities listed below.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of: general cleaning techniques, methods and products; safe working practices.

Skill in: the use of cleaning products and materials.

Ability to: perform routine porter and cleaning tasks; understand and follow oral and written instructions; properly and safely use cleaning products and equipment; establish and maintain courteous and professional working relationships with other employees.

SPECIAL REQUIREMENTS

Must be able to lift and carry 30 pounds; must possess and maintain a valid California Class C driver's license.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer demonstrates honesty, trustworthiness, dependability, and integrity on a daily basis while performing routine work. This person is a team player with a positive attitude and takes pride in the performance of duties.

Class title established per Council Resolution No. 2007-045,
effective 7-01-07

Class specification prepared and approved: 09/07

ADA Approved: 09/07