

CITY OF BELLE GLADE

PART TIME CUSTODIAN (FLOATING) POSITION 28 HOURS PER WEEK - \$15.00/HOUR

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide cleaning services for City buildings and facilities. The class is responsible for cleaning offices, common areas, bathrooms, kitchens, and/or other areas or facilities and parks as assigned. The class works according to some procedures, decides how and when to do things under general supervision.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Cleans windows.

Cleans offices, bathrooms, kitchens, and other areas as assigned.

Vacuums, mops, strips and waxes floors.

Dusts surfaces; washes glass surfaces.

Replaces items such as paper towels, and hand soap.

Collects trash and recyclables; delivers to appropriate places for pick-up.

Cleans and picks-up outdoors areas.

Maintains cleaning supplies; orders as needed.

Opens and closes building and facilities; sets up buildings, facilities, and/or rooms for activities or events.

Setup meeting area for organizational and/or community meetings.

All duties assigned.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT: Data are information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Compares or inspects items against a standard.

PEOPLE INVOLVEMENT: People include coworkers, workers in other areas or agencies and the general public.

Follows instructions and orders of supervisor.

CUSTODIAN

INVOLVEMENT WITH THINGS: Things are inanimate objects such as substances, materials, machines, tools, equipment, work aids, and products. A thing is tangible and has shape, form, and other physical characteristics.

Handles or uses machines, tools, or equipment requiring brief instruction or experience such as brooms, mops, buffers, floor polishers, vacuum sweepers, phones or other similar equipment.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS: Reasoning requires consideration of factors and variables to derive solutions to problems.

Performs routine work using common sense.

MATHEMATICAL REQUIREMENTS: Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Performs basic addition and subtraction, such as making change or measuring.

LANGUAGE REQUIREMENTS: Language involves the ability to read, write, and speak.

Reads basic sentences, instructions, or work orders; writes basic sentences and completes uncomplicated job forms; speaks sentences using basic grammar.

MENTAL REQUIREMENTS: Mental ability involves analysis, initiative, ingenuity, creativity, and concentration required by the job and the presence of any unusual pressures present in the job.

Performs simple, repetitive manual, tasks following a few definite procedures; performs minor short term planning; requires little attention for accurate results.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION: Vocational/Educational preparation includes job specific training and education required for entry into this job. The training and education may be acquired in a school, work, military, institutional or vocational environment. It does not include the orientation time required of a fully qualified worker to become accustomed to the special conditions of any new job, nor does it include the amount of time that a worker spends to learn reasoning, language, and mathematical skills, which are often learned in school.

Requires instruction that is sufficient for satisfactory job performance.

SPECIAL CERTIFICATIONS AND LICENSES: Special Certifications and Licenses refers to state, federal, or professional certifications or licenses required to enter or maintain the job.

None

EXPERIENCE REQUIREMENTS: Experience refers to the amount of work experience that is required for entry level into the position that would result in a reasonable expectation that the employee can perform the job. It may be experience that can be gained on the job or experience in a previous job.

Requires over one month and up to and including three months.

CUSTODIAN

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS: Physical and dexterity refers to the requirement for physical exertion and coordination of limb and body movement.

Requires light work that involves walking or standing most of the time and exerting up to 20 pounds of force on a recurring basis.

ENVIRONMENTAL HAZARDS: Environmental hazards refers to the job conditions that may lead to injury or health hazards even though precautions have been taken.

The job may risk exposure to extreme heat and/or cold, bright/dim light, dusts and pollen, wet or humid conditions, heights, fumes and/or noxious odors, disease/pathogens, and toxic/caustic chemicals.

SENSORY REQUIREMENTS: Sensory ability refers to hearing, sight, touch, taste, and smell required by the job.

The job requires normal visual acuity and field of vision, hearing, and speaking.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS: Judgments and decisions refers to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Requires very few decisions, affecting only the individual; work in a very stable environment with clear and uncomplicated written/oral instructions.

ADA COMPLIANCE

The City of Belle Glade is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.