CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 511.1

Job Title: **CUSTODIAN**

Pay Grade: 5

GENERAL SUMMARY:

Provides day-to-day building maintenance/janitorial services for a specific City location.

RESPONSIBILITIES:

- Performs janitorial services including floor mopping, polishing, stripping and waxing; rug vacuuming and shampooing; furniture dusting and polishing; window washing; and furniture unloading and moving.
- Cleans restrooms.
- Empties trash and sets out for collection.
- Orders cleaning supplies and maintains cleaning equipment.
- Performs other related maintenance/janitorial services as requested.

SPECIFICATIONS:

KNOWLEDGE:
Very fundamental levels of the ability to read, write and follow simple oral instructions as might normally be acquired through up to 8 years of formal schooling.

EXPERIENCE:
No experience is required.

COMPLEXITY:
Work consists of routine and repetitive tasks, processes or operations requiring the selection and execution of simple actions.

IMPACT OF ACTIONS:
Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:
Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:
Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:
The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:
There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:
Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Custodian
Custodian Leader
Building Maintenance Supervisor

Effective: October 1990
Revised: April 2008
Revised: November 2024