

BUILDING SERVICE WORKER

POSITION SUMMARY

This position is responsible for maintaining a clean working environment for staff and visitors.

RESPONSIBILITIES

Essential Duties:

- Perform basic building and grounds maintenance as assigned.
- Clean and sanitize bathrooms using established practices and procedures.;
- Clean, dust, and wipe furniture;
- Empty/clean wastebaskets and trash containers, remove recycling materials.
- Replace light bulb; refill restroom dispensers and all supplies as needed.
- Clean, mop floors, buffing them as required; vacuum and shampoo carpets,
- Wash accessible interior and exterior windows. Clean blinds.
- Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Wash walls and equipment; use ladders when required in work assignments.
- Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
- Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas near buildings using hand-operated tools or small power equipment.
- Move furniture, equipment, supplies and tools on an incidental basis.
- Attend to emergencies when necessary.
- Attend safety meetings and other related meetings.
- Take classes as required in cleaning methods and techniques, new products, First Aid, CPR, and working relationships.
- Assist with inventory control and security.
- Enforce and support policies established.
- Perform other duties of a similar nature or level as required.

Knowledge, Skills and Abilities (position requirements at entry)

- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture.
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.
- Safely operate all vehicles and other job-related equipment.

Judgment/Decision Making:

- Performs tasks and duties under direct supervision using well-defined policies and procedures;
- Typical errors are generally confined to a single team or phase or operations. Refers most problems to supervisor;

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- Decisions must be accurate to ensure safety of employees and the public.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- No supervisory responsibility.

Relation to Others:

- Regular contact with others including the general public and staff. Requires moderate interpersonal and communications skills to ensure that employee and customer requests or needs are met.
- Acknowledges and clarifies employee/customer inquiries, requests or complaints to ensure that needs are identified, documented and addressed. Communication is generally one-on-one and may include an occasional small group meeting.

SKILLS

Education and Experience:

- High School Diploma or General Equivalency Diploma (G.E.D.).
- Up to one-year experience in janitorial, maintenance or similar type of work or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements (position requirements at entry):

- Valid Driver's License

WORKING CONDITIONS

Environment:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Working conditions involve frequent exposure to moderate risk of accident and required following basic safety precautions; frequent exposure to unpleasant elements. Physical demands include moderate physical activity that includes prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment. Movement may be restrained or confined. Work may require routine travel.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of forces constantly to move objects.

Classification: Grade 11 (PW-11)

FLSA: Non-Exempt

Updated to new format: 8/29/13, 6/23/2022 by HR Torgerson

Approved by CSC: 8/30/13

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Updated: 04/26/2023 by Aaron Praus, HR Nameniuk-Change title from Custodian to Building Service Worker. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.