

# **Florida State Courts System Class Specification**

**Class Title: Custodial Worker**

**Class Code: 1001**

[Pay Grade 01](#)

## **General Description**

The essential function of the position within the organization is to perform cleaning tasks. The position is responsible for maintaining the cleanliness of assigned building(s) and performing light maintenance tasks such as changing light bulbs or setting up courtrooms or conference rooms. The position works under direct supervision according to set procedures.

## **Examples of Work Performed**

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Performs cleaning of inside of buildings, including such tasks as sweeping, mopping, waxing or buffing floors; cleaning walls, glass surfaces, blinds and woodwork; dusting and polishing furniture and equipment; or vacuuming carpets.

Cleans and sanitizes restrooms and replenishes toilet paper, towels and soap; checks supplies throughout the day to ensure adequate quantities.

Collects and disposes of trash/garbage, replacing liners in receptacles as needed; gathers recycling materials and delivers to designated area.

Performs miscellaneous tasks such as shredding and recycling paper, picking up trash and debris on grounds; or sweeping/blowing areas around buildings and garage.

Moves furniture as required; sets up courtrooms and/or conference or banquet rooms, and breaks down tables and chairs at conclusion of activities/events.

Performs minor maintenance tasks such as changing light bulbs; reports other malfunctions or needed repairs to supervisor.

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Ensures safety and security of building, checking doors and windows in compliance with organizational policy and procedures.

### **Competencies**

#### **Data Responsibility:**

Refers to 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 data, people, or things against a standard.

#### **People Responsibility:**

Refers to individuals who have contact with or are influenced by the position.

Follows instructions of supervisor.

#### **Assets Responsibility:**

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

#### **Mathematical Requirements:**

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition and subtraction such as making change.

#### **Communications Requirements:**

Involves the ability to read, write, and speak.

Comprehends simple instructions, signs, and symbols; requires little or no reading, writing, or speech for task completion.

#### **Complexity of Work:**

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs routine work using common sense; requires little attention for accurate results.

## **CUSTODIAL WORKER**

### **Impact of Decisions:**

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with very minor impact - affects only the individual.

### **Equipment Usage:**

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items, such as broom, mop, vacuum cleaner or buffer.

## **Education and Experience Guidelines**

### **Education:**

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

A high school diploma or equivalent.

Two years of experience in custodial work may substitute for the recommended education.

### **Experience:**

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

No prior experience.

### **Licenses, Certifications, and Registrations Required:**

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None