

## **PUBLIC HOUSING FACILITIES CUSTODIAN**

*(Formerly Cleaner)*

**DISTINGUISHING FEATURES OF THE CLASS:** This routine work requires ability to efficiently perform a variety of cleaning and upkeep tasks, maintaining and sanitizing all areas of designated offices, common areas and immediate grounds around buildings. Work is performed under direct supervision of a site supervisor/manager.

### **TYPICAL WORK ACTIVITIES:**

- Cleans all restrooms, common areas and offices in the buildings at the Downtown, Eastside and Yates locations on a regular basis.
- Mops floors, washes down walls, cleans fixtures and mirrors, sanitizes and restocks supplies.
- Cleans elevators and designated areas in the basement.
- Vacuums all floors and rugs throughout buildings at least once per week, to include offices, elevators, hallways, stairwells, lobbies, etc.
- Dusts, cleans and polishes all flat surfaces and furniture, with the exception of individual desks, at least once per week, removes cobwebs and dust in corners and ceiling light fixtures.
- Mops tile/linoleum floors according to the established schedule and cleans up spills on a regular basis.
- Gathers and disposes of trash in and out of garbage containers and shredding machines, and periodically dislodges pieces of paper in the shredding mechanism.
- Spot-cleans rugs and furniture when necessary.
- Washes windows, walls and woodwork according to the established schedule.
- Monitors facilities and reports to the Project Manager any problems that need addressing, such as repair and replace issues and safety concerns.
- Picks up areas outside around the perimeter of buildings (immediate grounds around the Ten Eyck and Family Investment Center buildings), parking lot and common areas where people congregate.
- Climbs, stoops and lifts up to 40 pounds.
- Uses a variety of cleaning chemicals and cleaning tools.
- Drives to designated sites to perform cleaning functions.
- Must adhere to the SMHA Safety Policy.
- Performs other relevant duties as required and assigned.
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### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of cleaning products and procedures, proficiency with and safe operation of cleaning and grounds keeping equipment and common cleaning tools. Must have a valid NYS driver license and a clean driving record.

**MINIMUM QUALIFICATIONS:** High school diploma or GED plus three months of related experience OR  
Successful completion of a job training or job readiness program.

