



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

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| Civil Service Title: | CLEANER |
| Jurisdictional Class: | Labor |
| Civil Division: | All Civil Divisions |
| Adoption: | CSM 11/01/1975 |
| Revised: | CSM 01/11/1984, 12/12/1990, 4/13/05 |

DISTINGUISHING FEATURES OF THE CLASS:

These duties involve the efficient and economical performance of building cleaning and minor maintenance tasks. The work is performed according to a well-established routine under the direct supervision of the department head or a higher ranking departmental employee. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Sweeps, mops, strips and waxes floors, washes walls and windows, dusts and performs other cleaning duties;
Cleans and mops lavatories and locker rooms and replaces soap and towels;
Dusts desks, woodwork, furniture, and other equipment;
Receives, moves, and stores incoming supplies;
Arranges chairs and tables and other equipment for special use in public buildings;
Removes snow and ice from driveways, parking lots, walks, stairs, and landings;
Gathers and disposes of refuse;
May operate small light machinery (scrubbers, floor machines and burnishers).
May operate a light motor vehicle in transporting supplies, equipment, food, or mail.
Does related tasks as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of building cleaning practices, supplies and equipment, and ability to use them economically and efficiently;
Ability to understand and carry out simple oral and written directions;
Ability to get along well with others;
Willingness to perform cleaning and other manual tasks;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None.

Note: If employee is required to operate a light motor vehicle to transport items, the employee must possess the appropriate level driver's license.