



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

JOB SPECIFICATION

Civil Service Title:	CLEANER AIDE
Jurisdictional Class:	Labor
Civil Division:	Buildings & Grounds, County Schools
Adoption: CSM	11/09/94
Revised: CSM	11/8/17

DISTINGUISHING FEATURES OF THE CLASS:

These duties involve assisting in the efficient and economical performance of building cleaning and minor maintenance tasks. The work is performed according to a well-established routine of a higher-ranking departmental employee who is under the direct supervision of the department head. 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;
Moves and stores supplies;
Arranges chairs, 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;
Cleans and polishes furniture and brass.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Some knowledge of building cleaning practices;
Ability to understand and carry out simple oral directions;
Ability to get along well with others;
Willingness to perform cleaning and other manual tasks.

MINIMUM QUALIFICATIONS:

None is required.