

CUSTODIAL WORKER I

City of Virginia Beach Organizational Mission & Values

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Summary Position Description

Performs routine housekeeping duties; does related work as required.

Critical Elements of Performance

Vacuums carpet using an industrial type vacuum to remove dirt and debris from the nap of the carpet; sweeps and dust mops resilient floors (terrazzo tile) to remove dirt, debris and residue; dusts furniture, file cabinets, shelves, woodwork, and similar items, with a treated cloth to remove dust; washes windows, sills, blinds, etc., to remove dirt and dust; cleans rest room fixtures, walls and floors with a germicidal disinfectant to remove bacterial germs and odors; polishes furniture and brass with a treated cloth and polish to create a glossy, non-oily appearance.

Performance Standards

Vacuums carpet daily removing all dirt and dust from the carpet in such a manner as to meet or exceed quality standards; resilient floors are swept daily removing all foreign matter from the area in such a manner as to meet or exceed quality standards; furniture is dusted daily removing all dust in such a manner as to meet or exceed quality standards; windows, sills, and blinds are washed in such a manner as to meet or exceed quality standards; all rest room fixtures, walls and floors are cleaned daily in order to eliminate bacterial germs in such a manner to meet or exceed quality standards; furniture is polished as needed resulting in a glossy, non-oily appearance which meets or exceeds quality standards.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

- A. Knowledge
 - 1. Knowledge of cleaning methods, materials, and equipment.
 - 2. Knowledge of safety practices.

B. Skills

1. Skill in effective methods of housekeeping.

C. Abilities

1. Ability to lift and carry cleaning supplies and housekeeping material and equipment weighing up to 30 lbs.
2. Ability to remain on your feet and perform any of the critical elements at intervals of 3 hours before a break may be scheduled.
3. Ability to establish and maintain working relationships with supervisors, co-workers, other city employees and the public.
4. Ability to understand and follow simple oral and written directions.
5. Ability to work shift work.
6. Ability to apply new technology to work when applicable.
7. Ability to work in confined spaces.
8. Ability to maintain balance while working in narrow spaces to perform general housekeeping duties.
9. Ability to bend and stoop to perform general housekeeping duties.
10. Ability to work from heights using ladders or lifts to perform overhead cleaning.
11. Ability to drive from and to various work locations within the City of Virginia Beach.

Minimum Qualifications

Completion of a standard grade school course plus six months experience in fields providing the knowledge, skills, and abilities listed above; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. A pre-employment physical by the Occupational Health Division of Human Resources is required.

Special Requirements

Driver's license is required for custodial positions within the Department of Public Works-Building Maintenance.