

Custodian

Knowledge, Skill, Ability, and Personal Characteristic Statements

Rating Results

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| 1. | Skill to clean and disinfect toilets, urinals, showers, sinks partitions, and countertops to sanitize and maintain appearance. |
| 2. | Knowledge of methods, equipment, and cleaning solutions for cleaning and disinfecting restroom materials, furniture and fixtures (e.g., toilets, urinals, showers, sinks, partitions, countertops) to sanitize and maintain appearance. |
| 3. | Knowledge of methods, equipment, and cleaning solutions for mopping and scrubbing floors to remove stains, dirt, or maintain floor surfaces. |
| 4. | Skill to mop floors to remove stains, dirt, or maintain floor surfaces. |
| 5. | Knowledge of methods and equipment for vacuuming carpets, elevators, office furniture, vents, or upholstery to remove dust, debris and/or liquid. |
| 6. | Skill to sweep various surfaces (e.g., loading docks, entryways, stairways, handicap ramps) using a broom or dustmop and dustpan to remove dirt and debris to maintain appearance and ensure surfaces are safe for foot traffic. |
| 7. | Skill to damp wipe hard surfaces (such as countertops, desks, chair rungs, doors, walls, doorjamb, and windowsills) using an untreated cloth and cleaner (e.g., all purpose, green products) or disinfectant to remove spills, stains, dirt, and smudges. |
| 8. | Knowledge of methods, equipment, and cleaning solutions for washing windows, mirrors, glass partitions, glass doors, and glass walls to remove smudges, fingerprints, dirt, and debris. |
| 8. | Knowledge of methods, equipment, and chemicals for stripping wax/floor finishers from floors to prepare floor for a new finish. |
| 9. | Skill to dust surfaces (e.g., partitions, office furniture, windowsills, light fixtures, ledges, etc.) using dust rags, dust cloths, feather duster, or other dusting tools to remove dust, debris, and cobwebs. |
| 10. | Knowledge of methods, equipment, and chemicals for applying wax/floor finishers, sealers, or finishes to maintain floor surfaces. |
| 11. | Skill to strip wax/floor finishers from floors to prepare floor for a new finish. |
| 12. | Skill to apply wax/floor finishers, sealers, or finishes to maintain floor surfaces. |

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| 13. | Knowledge of methods, equipment, and chemicals for polishing floors to maintain floor surfaces. |
| 14. | Skill to vacuum carpets, elevators, office furniture, vents, or upholstery to remove dust, debris and/or liquid. |
| 15. | Skill to polish floors to maintain floor surfaces. |
| 16. | Skill to wash windows, mirrors, glass partitions, glass doors, and glass walls to remove smudges, fingerprints, dirt, and debris. |
| 17. | Knowledge of methods, equipment, and chemicals for detailing grout, corners, or baseboards to enhance appearance, remove solutions, or remove surface build-up. |
| 18. | Knowledge of methods, equipment, and cleaning solutions for polishing steel and metal britework to remove smudges and fingerprints and to enhance appearance. |
| 19. | Skill to detail grout, corners, or baseboards to enhance appearance, remove solutions, or remove surface build-up. |
| 20. | Knowledge of methods, equipment, and cleaning solutions for shampooing carpets to remove stains, dirt, or maintain floor surfaces. |
| 21. | Knowledge of methods, equipment, and cleaning solutions for removing spots or stains from carpets or upholstery to restore appearance. |
| 22. | Skill to polish steel and metal britework to remove smudges and fingerprints and to enhance appearance. |
| 23. | Knowledge of the proper procedures, equipment, and chemicals needed to remove graffiti from interior building surfaces to restore appearance. |
| 24. | Skill to remove gum from carpet, walls, or hard surfaces to restore appearance and prevent damage. |
| 25. | Skill to remove graffiti from interior building surfaces using cleaners (all purpose, green products), and other equipment to restore appearance. |
| 26. | Knowledge of methods and equipment for unclogging a toilet or sink to maintain good operating condition. |
| 27. | Skill to unclog a toilet or sink using a plunger or other equipment to maintain good operating condition. |

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| 28. | Skill to shampoo carpets or upholstery to remove stains, spots, dirt, or maintain floor surfaces. |
| 29. | Knowledge of methods, equipment, and cleaning solutions for dry cleaning carpets to maintain floor surfaces. |
| 30. | Skill to hose-down loading dock areas, sidewalks, steps and patios using a water hose or high pressure washer in order to remove liquids, spills, stains, soil and debris. |
| 31. | Skill to dry clean carpets to maintain floor surfaces. |
| 32. | Skill to empty trash receptacles and change liners as needed to remove waste. |
| 33. | Skill to manually remove trash, debris and other substances from assigned work area to maintain appearance and ensure tenant safety. |
| 34. | Knowledge of basic recycling procedures to recycle materials as required and to comply with recycling program. |
| 35. | Skill to manually breakdown cardboard to comply with recycling program. |
| 36. | Skill to maintain cigarette disposal urns (removing cigarettes, replacing sand) in entryways to prevent fires and ensure tenant safety. |
| 37. | Ability to work cooperatively with others as part of a team. |
| 38. | Ability to be pleasant and courteous when dealing with others. |
| 39. | Ability to interact with individuals without eliciting negative or hurt feelings. |
| 40. | Ability to establish and maintain cooperative relations with others. |
| 41. | Ability to communicate with people in a variety of settings. |
| 42. | Ability to provide clear, accurate instructions and directions to others. |
| 43. | Skill to read and understand Material Safety Data Sheets (MSDS) to ascertain information about chemicals encountered on the job. |
| 44. | Skill to read and understand information in English (such as labels, chemical preparation directions, chemical safety precautions, check-lists, equipment operation instructions, equipment maintenance instructions, notes, memos, policies, procedures, etc.). |
| 45. | Skill to identify information, materials, and equipment needed to complete an assignment. |

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| 46. | Skill to complete forms (such as requisition, incident reports, timesheet, etc.) in English. |
| 47. | Skill to write information (e.g., instructions) clearly and concisely, in English. |
| 48. | Skill to write informal notes to supervisor to request additional supplies, notify supervisor about damage to building fixtures, etc. |
| 49. | Skill to write directions or procedures to document work activities. |
| 50. | Skill to maintain detailed records of work-related activities. |
| 51. | Ability to understand and follow oral instructions given in English. |
| 52. | Ability to understand and follow written instructions given in English. |
| 53. | Ability to work independently on assignments without close supervision. |
| 54. | Ability to learn tasks by demonstration. |
| 55. | Ability to be flexible in adapting to changes in priorities, assignments, and other interruptions which may impact pre-established course of action. |
| 56. | Ability to prioritize assignments and pace work activities to ensure completion within established timeframes. |
| 57. | Ability to provide one-on-one training to facilitate the transfer of specific knowledge and/or skills. |
| 58. | Skill to prepare chemicals for proper usage, safety, and performance using a measuring device or mixing station. |
| 59. | Skill to count, add, and subtract whole numbers to prepare chemicals, inventory supplies, and/or replenish supplies. |
| 60. | Skill to multiply and divide whole numbers to prepare chemicals. |
| 61. | Skill to add and subtract fractions to prepare chemicals. |
| 62. | Skill to prepare, operate, and maintain wet/dry vacuum to clean and maintain floors. |
| 63. | Skill to prepare, operate, and maintain floor machines (such as Kivac, buffer burnishing) to clean and maintain floors. |
| 64. | Skill to use a ladder to dust high places, remove cobwebs, replace light bulbs, or clean ventilation ducts. |

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| 65. | Skill to prepare, operate, and maintain carpet extractor machines (e.g., dry cleaning, buffer and bonnet, steam) to clean and maintain floors. |
| 66. | Skill to prepare, operate, and maintain carpet spray tanks/pumps to clean and maintain floors. |
| 67. | Skill to use a dolly, hand truck, or cart to move supplies or equipment. |
| 68. | Skill in driving a car, truck, or electric vehicle to transport equipment and/or supplies between job sites. |
| 69. | Skill to secure a potentially hazardous area (such as a wet floor, leaking ceiling, etc.) using signs, caution tape, or barricades to prevent injury to other workers or building tenants. |
| 70. | Skill to recognize safety hazards in the work environment to prevent injury to self and building tenants. |
| 71. | General knowledge of workplace safety practices, policies, and procedures (e.g., equipment safety, hazard communication, personal protective equipment use) to ensure performance of safe work practices. |
| 72. | Skill to determine the appropriate type of personal protective equipment required for assigned tasks. |
| 73. | Knowledge of the types and uses of personal protective equipment. |
| 74. | Knowledge of procedures for securing the doors and windows in assigned building using keys and/or alarm codes. |
| 75. | Knowledge of safe body mechanics to lift, push, pull, or otherwise move objects weighing up to 45 pounds. |
| 76. | Ability to lift, push, pull, or otherwise move objects weighing up to 45 pounds using safe body mechanics. |
| 77. | Ability to stand for long periods of time in order to perform cleaning tasks. |
| 78. | Ability to repeatedly bend or stoop to clean assigned areas. |
| 79. | Ability to repetitively walk for short distances in order to perform cleaning tasks. |
| 80. | Ability to repeatedly stretch body to clean assigned areas. |
| 81. | Ability to carry equipment weight up to 10 pounds on back (e.g., portable vacuum cleaner) with strap around waist for extended periods of time. |

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| 82. | Ability to climb a ladder to replace light bulbs, clean air vents, clean walls, or remove cobwebs, etc. |
| 83. | Willingness to wear safety glasses, gloves, masks and other relevant gear to protect oneself and maintain a safe working environment. |
| 84. | Willingness to work non-standard hours |