



ISSUED: 3/13, 6/92
& 3/88

TITLE: <u>Classroom Attendant</u>	SALARY	CLASS
	SCHEDULE: _____	CODE: <u>AS701</u>
UNION: <u>AFSCME</u>	SALARY	EEO
	GRADE: _____	CODE: <u>70</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>AS</u>

POSITION PURPOSE

Provide daily janitorial services for classrooms in university buildings so that a clean learning environment is available to students.

ESSENTIAL JOB FUNCTIONS

- Clean and service a large number of classrooms in a designated area or building. Dust furniture, equipment and fixtures, which may be at height from ground to ceiling and at any angle; move desks and chairs in order to sweep, mop and/or vacuum floors. Fill, transport and empty buckets which may contain several gallons of water used for washing floors and chalkboards; clean large areas using push brooms, wet mops, dust mops, vacuum cleaners, dust pans, sponges, etc.; clean door and partition glass.
- Remove trash and refuse from classrooms in assigned area. Empty contents of waste baskets in classrooms into large refuse containers; use proper methods to access trash from a wide range of receptacles; transport wheeled cart containing large amounts of refuse to outdoor dumpster; including in inclement weather; transfer garbage from cart to dumpster. Utilize safe methods and take necessary precautions to prevent cuts or other injuries from sharp or other harmful objects put out for disposal.
- Patrol restrooms in assigned area to ensure facilities are ready for use. Check and recheck soap, toilet tissues and toweling; sweep floors as necessary; notify appropriate personnel of need for additional attention or service.
- Arrange and/or rearrange classroom furniture to accommodate usage. Ensure proper movement of furniture to prevent scratching of floors and/or ripping of carpet; dust and clean chairs and desks; wash window sills, blackboards, chalk ledges and other classroom equipment; close and lock windows; alert supervisor of need for supplies.
- Utilize a variety of supplies and equipment such as brooms, dust pans, wet mops, dust mops, sponges, vacuums, etc. to perform daily cleaning. Access high areas using ladder or equipment having long handles; dust, mop, sweep, vacuum and wash surfaces at different angles; roll trash cart over uneven terrain.
- All Classroom Attendants are considered to be "Essential Personnel," and are required to report during a university emergency closure period.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience.
- Ability to follow instructions.
- Ability to transport, use and maintain custodial equipment, including brooms, mops, sponges, buckets of water, dust pans, ladders, etc.
- Ability to lift and carry heavy custodial supplies and equipment (avg. 30-60lbs).
- Ability to access cleaning surfaces which may be at any height from ground level to ceiling and at any angle.
- Must obtain security clearance.

AS701