

1. JOB CONTROLS:

Supervisory controls consist of specific work assignments accompanied by verbal instructions as to what is to be done and method of performance. Work is inspected during progress and on completion.

2. MAJOR DUTIES:

1. Cleans corridors, stairways, conference rooms, offices, laboratories, storage rooms, restrooms, darkrooms, etc., involving: washing, mopping, sweeping, dusting and vacuuming.
2. Maintains restrooms in a clean and sanitary condition and keeps supplied with soap, towels and other items.
3. Collects and disposes of trash from waste baskets and other containers; empties ash trays; dusts and polishes office and laboratory furniture.
4. Polishes metal fixtures; washes soiled walls and woodwork; washes laboratory glassware, inside windows and furniture; cleans venetian blinds, etc.
5. Adjusts cleaning schedule as necessary to conform with special requests for cleaning services at specified times due to experiments underway or other circumstances.
6. Reports to supervisor any faulty equipment in need of repair such as leaking water spigots, toilets, pipes, electric light bulbs that need replacing, etc.
7. Performs related duties.

3. WORKING CONDITIONS:

Subject to dust, dirt and disagreeable odors.

In lieu of WB-2, Pos. #U-2506

Laborer II, WB-2

Rate Established in Accordance
with Wage Board Determination

Mary E. Thompson

Agriculture

Administrative Services

Agricultural Research Service

Protective & Custodial Section

Agricultural Research Center Operations

Janitor Group I

12/18/57

Position Classifier

(Copy of Duties Attached)