

CLEANER - SECURITY GUARD

DISTINGUISHING FEATURES OF THE CLASS:

This is routine work requiring the efficient performance of simple cleaning tasks under general supervision. In addition, incumbents in this title are responsible to maintain a simple watch over the building and provide basic security to personnel on the premises and the College property.

TYPICAL WORK ACTIVITIES:

1. Dusts chairs, tables, desks and other furniture;
2. Washes windows, walls, woodwork, water closets, tubs, bowls and chalkboards;
3. Changes light bulbs;
4. Sweeps, mops, washes, strips, waxes and oils floors;
5. Gathers and disposes of refuse;
6. Cleans and polishes furniture and brass;
7. Unlocks/locks appropriate doors and windows at the start and end of business;
8. Provides directions and assistance to students and visitors as necessary;
9. Immediately reports to the appropriate authority any emergencies, dangerous conditions and unusual activities;
10. Participates in snow and ice control activities;
11. May prepare simple records of unusual occurrences and make appropriate notifications when warranted;
12. May perform escort duties to vehicles as requested by individuals and perform other security related calls-for-service as requested;
13. May perform motor vehicle jump starts;
14. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Ability to acquire knowledge of routine cleaning operations, materials and equipment; ability to think and act quickly in emergencies; ability to understand and follow simple oral and written instructions; willingness to work nights or on unusual shifts; good observation; integrity; reliability; coolness in emergencies; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Candidates must be at least 18 years of age.

SPECIAL REQUIREMENTS:

1. Applicants must meet all training and registration requirements as established under NYS General Business Law. These requirements include pre-assignment training, yearly training, and fingerprint and employment history registration.
2. Candidates previously discharged from a correctional or law enforcement agency for incompetence or misconduct are ineligible for appointment.
3. An appointing authority may require possession of a New York State Motor Vehicle Operator's license at time of appointment.

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