

Job Title: Custodial Assistant  
Job ID: 1601  
Location: College of Staten Island  
Full/Part Time: Full-time  
Regular/Temporary: Regular

**GENERAL  
DUTIES**

Under supervision, performs work of ordinary difficulty in cleaning public buildings and their immediate grounds; performs related light labor.

There is no Assignment Level for this position. All personnel perform related work. This specification describes typical assignments; related duties may be assigned as needed.

- Sweeps, damp mops, and wet mops office floors, toilets, corridors, lobbies, and other assigned floor areas.
- Cleans washbasins and other toilet room facilities.
- Washes walls by hand with a brush or by using an electric machine.
- Scrubs floors with an electric machine; waxes and polishes floors.
- Hand scrubs stairs and stair landings.
- Empties waste basket and disposes of refuse.
- Vacuums and cleans rugs, carpets, and upholstered furniture.
- Dusts and removes and cleans window coverings such as blinds.
- Performs shoulder high dusting of walls.
- Dusts and polishes furniture and metal work.
- Cleans mirrors and glass in bookcase, doors, and restrooms.
- Washes electric light fixtures.
- Replenishes bathroom supplies in toilets.
- Sweeps sidewalks and removes snow from sidewalks; washes sidewalks and lower portion of buildings with brush and hose.
- Replaces bulbs and fuses.
- Attends a low pressure heating plant.
- May occasionally operate an elevator, move furniture, or act as watch person.
- Reports broken equipment.
- Observes safety and environmental health precautions as directed.
- Puts up safety warnings and/or stanchions for wet floors or other areas for limited access

during cleaning.

- Sorts refuse for recycling.

- Cleans small kitchens and/or coffee service areas.

**CONTRACT TITLE**

Custodial Assistant

**FLSA**

Non-exempt

**MINIMUM QUALIFICATIONS**

There are no formal education or experience requirements.

There are certain medical and physical requirements as established by University management.

**COMPENSATION**

New Hire: \$26,516\*

Incumbent: \$29,962

\*This amount reflects a 13% salary suppression in effect for the first 24 months of employment only.

**BENEFITS**

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

**HOW TO APPLY**

Applications can be submitted on-line @ [www.cuny.edu](http://www.cuny.edu), select careers @ CUNY then select Careers at CUNYfirst. Current users of the site should access their established accounts; new users should click on the appropriate link to register.

**CLOSING DATE**

November 23, 2009

**EQUAL EMPLOYMENT OPPORTUNITY**

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