

100% Custodial: Performs a particular cleaning assignment or a range of custodial duties which include: cleaning restrooms, sweeping/vacuuming, mopping, scrubbing, and waxing floors; cleaning, disinfecting, and deodorizing lavatories, commodes, and other restroom fixtures; polishes and cleans mirrors; dusts woodwork; replaces soap, deodorizers, towels, and toilet tissues and ensures a continuous supply of needed expendables. Cleans floors/carpets of offices, corridors, lobbies and other assigned areas and stairways by sweeping/vacuuming, mopping, waxing and polishing. Dusts, waxes, and polishes office furniture, cleans windows and empties waste/paper baskets. Sweeps/vacuums outside steps and walks immediately adjacent to buildings. Responsible for reporting broken windows, stopped up drains, and leaking plumbing, other unusual findings including potential security issues. Requests replenishment of cleaning supply and bathroom expendables from the Lead Custodian when necessary. Provides general cleaning according to schedule for offices. Performs detail cleaning of assigned areas. Performs final general cleaning of Embassy Housing as required. Oversees and escorts contractors doing similar work as required. Other duties as assigned.

**Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performance

a. Education:

Secondary education is required.

b. Prior Work Experience:

At least one year of custodial or general work experience is required.

c. Post Entry Training:

On the job training will be provided.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level I (rudimentary knowledge) Speaking/Reading/Writing English is required.

Level III (good working knowledge) Speaking/Reading/Writing Romanian and Russian are required.

e. Job Knowledge:

Incumbent must know how to clean and take care of routine objects located indoors using needed chemicals and cleaning solutions; general safety guides for use and care of cleaning equipment used in indoor custodial work.

f. Skills and Abilities:

Must be able to work unsupervised and according to cleaning schedule, spot dirty areas and clean them without being told by a supervisor, anticipate cleaning problems caused by changing weather conditions. Must be able to use hand tools and cleaning equipment for indoor custodial work.

16. Position Elements

a. Supervision Received:

Supervision is received through the Lead Custodian and Grounds and Custodian Foreman (incumbent's rater). Also receives instructions from the Maintenance Supervisor, Work Order Clerk, Facility Maintenance Specialist and/or GSO Officer.

b. Supervision Exercised:

None.

c. Available Guidelines:

6 FAM. GSO Handbooks. Post policies and regulations. Government occupational health and safety guidelines. Approved weekly cleaning schedule.

d. Exercise of Judgment:

Judgment is required to organize and perform assigned duties using different chemicals and cleaning solution keeping in mind safety protection rules, determine when a problem should be reported to his/her supervisor.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

Internal: Communicates daily with co-workers and Embassy personnel in performance of duties.

External: Communicates with contractors doing similar work as necessary.

g. Time Expected to Reach Full Performance Level:

Three months.