

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

JANITOR I

POSITION CODE: 21951
Effective: 9-16-70

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, performs manual tasks of following routine and specific detailed instructions in the care, cleaning and maintenance of a small building or portion of a large building or institution and grounds adjacent thereto; may assist in firing a low pressure boiler and in cleaning the boiler room.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Scrubs, mops, waxes, and polishes floors; dusts and polishes furniture.
2. Washes windows, woodwork, toilets, washrooms, and fixtures; sprays and fumigates.
3. Sweeps and cleans walks, mows lawns, rakes leaves and generally assists in keeping outside premises in an orderly condition.
4. May assist in firing a low-pressure boiler; removing ashes, cleaning flues, cleaning boiler room and baling paper.
5. May repair and hang maps and care for other equipment and supplies; may erect and remove scenery for plays.
6. May sort and distribute mail.
7. May supervise students or inmate help.
8. May perform building security duties such as pulling watchboxes, checking for fires and prowlers and checking incoming and outgoing cars.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires no formal education.

Knowledges, Skills and Abilities

Requires working knowledge of general janitorial work.

Requires elementary knowledge of the materials, equipment and methods commonly employed in office cleaning operations.

Requires ability to use and make minor repairs and adjustments to cleaning equipment.

Requires ability to direct work of student or inmate help.

Requires ability to follow simple oral and written instructions.