

BUILDING ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the safeguarding of a facility during public use, including general cleaning and some manual tasks. Work is performed under general supervision. Supervision of others is not required. A Building Attendant does related work as required.

TYPICAL WORK ACTIVITIES:

- Patrols facility to make sure that building and furnishings are used properly as stipulated for the facility;
- Controls doors, lighting, temperature setting as required for public use;
- Keeps sinks, counters, toilets, tables and chairs clean;
- Sweeps and vacuums floors as necessary, occasional mopping;
- Dusts desks, woodwork, furniture and other equipment;
- Polishes furniture and metal furnishings;
- Empties waste baskets and receptacles as necessary;
- Clears snow and ice from walks;
- Arranges chairs and tables and other equipment for special use;
- Replaces light bulbs, soap and towels;
- Reports any breakage or deficiencies to supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to follow simple oral and written instructions; willingness to perform routine cleaning and other manual tasks; ability to get along well with other employees and general public; thoroughness; dependability; promptness; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: None

Adopted Jan. 6, 1982 (City of Olean)

Adopted 8/20/2015

CATTARAUGUS COUNTY CIVIL SERVICE