

counters and bookcases and other types of furniture; operates a light truck to transport supplies, equipment and fellow workers; operates heavy duty cleaning equipment such as vacuum cleaners, scrubbing machines, floor polishers and high power sprayers; cleans buildings, offices, lavatories and other facilities using acid and solvent type cleaners; operates a power saw to cut and remove fallen branches and debris; makes minor maintenance repairs not requiring a trade skill such as boarding up broken windows and doors, securing loose boards, and tightening leaking faucets and pipes; hangs and removes curtains and draperies; cleans gutters and flat roofs, windows, transoms, electrical fixtures and other places which are not easily accessible; cleans, mops, disinfects and services lavatories and restrooms; mops and waxes floors; arranges chairs, tables and other furniture for scheduled activities; may remove spots and stains from carpets or operates a shampoo machine to clean carpets; replaces toilet floats, faucets, fluorescent and standard light bulbs and fuses; makes simple repairs to doors, windows, jalousies, stairways, venetian blinds, chairs, sprinkler systems and other facilities and equipment; operates grounds maintenance equipment such as lawn mowers, power and hand clippers, and trimmers; may assemble pantry foods, cleans and slices vegetables, and sets up meal trays; assembles salads, desserts, and sandwiches; prepares toast, beverages, and other simple foods such as poi, rice, and cereals; portions out individual servings in the kitchen or cafeteria tray lines; weighs servings and assembles weighed diets; receives, checks, and stores incoming supplies; sweeps and mops kitchen and dining room areas; washes and dries pots, pans, plates, and other kitchen utensils and equipment; cleans refrigerators, stoves, and other kitchen equipment and appliances; or receives, checks, and sorts incoming laundry; hand washes delicate fabrics; irons by hand or machine; folds linens, blankets, bath towels and other laundered items; may operate washers under supervision; may operate delivery trucks in collecting and distributing laundry; may mend and do simple sewing; may assist in the preparation of laundry solutions.

Knowledge and Abilities Required:

Knowledge of: Cleaning methods, materials and equipment; basic grounds maintenance practices; use of common hand tools. or laundry work; or preparation of raw and processed food to be cooked, methods, materials, and equipment used in cleaning kitchen equipment, appliances and utensils; kitchen safety and sanitation requirements; personal hygiene; sewing, mending, and alteration methods; the operation and care of power sewing, buttonhole and cutting machines; techniques used in cutting and drafting patterns.

Ability to: Understand and follow oral and written instructions; perform heavy lifting, moving or other manual work typical of the class; clean and make minor maintenance and repairs to buildings, grounds and other facilities; operate heavy industrial type cleaning equipment; operate hand and power equipment; operate a light truck; and deal tactfully with others; or sort and fold laundry; iron; learn to operate laundry equipment;

learn quantity cookery; operate kitchen equipment and appliances; measure food servings and serve food; tolerate kitchen heat and noises.

This is the first specification for the new class UTILITY WORKER. Effective Date: March 1, 1987

This is the first amendment to the class UTILITY WORKER, effective September 1, 2002.

APPROVED: _____
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VP/Director of Human Resources