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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : CUSTODIAN-STOCK ASSISTANT**  
**Code: 620050 IMK**  
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**COMPETITIVE**

**GENERAL STATEMENT OF DUTIES**

Under general supervision performs regular custodial duties and maintains a supply and storage area; performs related duties as required.

**COMPLEXITY OF DUTIES**

Employees in this class are responsible for the condition of a school building or assigned section thereof and the manual and clerical work involved in receiving, sorting and issuing supplies.

**TYPICAL DUTIES**

1. Sweeps, mops, washes walls, dusts and performs other cleaning duties.
2. Empties wastebaskets and disposes of rubbish.
3. Replaces light bulbs, towels, soap and other supplies.
4. Paints rooms and equipment.
5. Repairs furniture and makes minor plumbing and electrical repairs.
6. Assists in receiving, unloading and unpacking supplies and equipment.
7. Assembles orders upon receipt of requisition and makes deliveries.
8. Sorts supplies in stockroom and places them on shelves or in bins.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Good knowledge of building and cleaning practices, supplies and equipment and ability to use them economically and efficiently.
2. Elementary knowledge of storeroom methods and procedures.
3. Ability to make semi-skilled plumbing, electrical, carpentry and mechanical repairs.
4. Ability to understand and follow oral and written directions.
5. Dependability.
6. Good physical condition.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

1. One year of experience in building cleaning and maintenance work, including or supplemented by 6 months experience in handling stock.
2. Six months of experience as a carpenter, plumber, electrician, painter, mechanic, steam fireman or other related maintenance work and 6 months experience in handling stock.

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