

**SUPPLEMENTAL JOB DESCRIPTION**

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Classification: Building Service Worker II  
Position Title: Building Service Worker II  
Position Number: 9Temp

Function Code: 1252-077  
Date Established: 7/1/50  
Date of Last Amendment:

**SCOPE OF WORK:** To perform routine manual custodial work in State Liquor Stores.

**ACCOUNTABILITIES:**

- Clean lavatories, replenish supplies and dispose of wastepaper.
- Cuts grass, trim hedges, sweeps and cleans walkway.
- Shovels snow and keeps walkways clean.
- Mops, scrubs floors, pick up trash in the store and outside premises.

**MINIMUM QUALIFICATIONS:** As listed in the job and class specifications

**DISCLAIMER STATEMENT:**

The supplemental job description lists typical examples of work and is not intended to include every job and responsibility to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURE:**

The above is an accurate description of my position.

\_\_\_\_\_  
Employee's Name & Signature

\_\_\_\_\_  
Date Reviewed

Supervisor's Name & Title: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Reviewed

\_\_\_\_\_  
Division of Personnel

\_\_\_\_\_  
Date Reviewed