Occupation: Custodian (sample)

Identify (using a checkmark) which Essential Skills a custodian uses to complete the requirements of the job.

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|  **Essential Skill**  |  | **For each Essential Skill, describe a sample task that** **might be performed by a worker in this occupation.** |
| Reading Text |  | Read cleaning product labels to understand how to use them. |
| Writing |  | Write inspection reports to describe problems and maintenance requirements for the supervisor’s review. |
| Document Use |  | Complete timesheet. |
| Computer Use |  |  |
| Oral Communication |  | Interact with supervisors to receive work assignments, discuss priorities and report problems. |
| Money Math |  |  |
| Scheduling or Budgeting andAccounting |  |  |
| Measurement and Calculation |  |  |
| Data Analysis |  |  |
| Numerical Estimation |  | Estimate the correct volume of cleaning fluid which needsto be added to a bucket of water. |
| Job Task Planning and Organizing |  |  |
| Decision Making |  | Decide how best to accomplish cleaning tasks in the allocated time. |
| Problem Solving |  | Deal with public pressure to use scent-free productswhich reduce the likelihood of allergic reaction. In response to complaints, identify suitable and cost-effective alternativeproducts and monitor their practical effectiveness. |
| Finding Information |  | Consult Material Safety Data Sheets (MSDS) to find out aproduct’s chemical composition and how to use it safely. |
| Critical Thinking |  |  |