



Custodian
Plant Operations

PO/9

JOB SUMMARY

This position is responsible for the custodial maintenance of campus buildings and facilities.

MAJOR DUTIES

- Cleans, sanitizes, and details restrooms; refills dispensers; stocks supplies.
- Dusts and wipes furniture and fixtures.
- Sweeps, mops, and vacuums floors; strips, cleans, waxes and buffs floors.
- Empties and cleans trash receptacles.
- Cleans classrooms and laboratories.
- Loads and unloads supplies; stocks and organizes storage area.
- Cleans spills and broken glass.
- Moves furniture.
- Assists with setting up for special events.
- Reports maintenance needs to supervisor.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the materials, equipment and methods used in the custodial maintenance of public buildings.
- Knowledge of the operation, maintenance and repair of a variety of custodial equipment.
- Knowledge of safe work practices.
- Knowledge of material safety data sheets.
- Skill in decision making and problem solving.
- Skill in communicating with others.

SUPERVISORY CONTROLS

The Custodial Supervisor assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department and college policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related custodial duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to perform custodial maintenance in assigned college buildings. Success in this position results in safe and well-maintained buildings.

CONTACTS

- Contacts are typically with co-workers, other college employees, and members of the general public.
- Contacts are typically to provide services or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and occasionally heavy objects, uses tools or equipment requiring a high degree of dexterity, and utilizes the sense of smell.
- The work is typically performed in an office or stockroom, in a variety of university buildings, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience requirements.