|  |  |
| --- | --- |
|  | **JOB DESCRIPTION** |
|  |  |

**JOB TITLE:** Custodian

**DEPARTMENT:** Facilities and Grounds **FLSA:** Non-Exempt

**LOCATION:** Union Campus **LEVEL:** 101

**REPORTS TO:** Custodial Supervisor **DATE:** 06/7/17

**POSITION SUMMARY:** Perform general custodial duties related to the maintenance and cleaning of classrooms, offices, and other areas in assigned buildings and facilities; and to perform a variety of tasks relative to assigned area of responsibility.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of high school/GED and one year related custodial/housekeeping experience

**ESSENTIAL TASKS:** (*Employee must be able to perform the following essential functions to the satisfaction of the employee’s supervisor.)*

* Clean and sanitize drinking fountains, restrooms daily which includes floors, fixtures, mirrors, and doors.
* Clean assigned facilities (e.g. offices, restrooms, corridors, carpets, windows, walls, classrooms, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
* Arrange equipment and furnishings (e.g. furniture arrangements, tables, chairs, bleachers, etc.) for the purpose of providing adequate arrangements for meetings, classroom activities and events.
* Strip, scrub, apply floor finish, buff, and refinish hard surface floors.
* Operate custodial equipment, supplies, and chemicals in a safe and effective manner.
* Transport custodial supplies and equipment to and from storage and work areas.
* Respond to immediate safety and/or operational concerns (e.g. facility damage, injured or ill students, unauthorized persons, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
* Secure and open facilities before and after usage as needed or assigned (building access doors, security systems, etc.) for the purpose of ensuring facilities are operational and safe for occupancy.
* Report damages, unsafe conditions and items needing repair for the purpose of preventing accidents, keeping the campus safe, and in a properly functioning condition conducive to the educational process.
* Maintain custodial supplies and equipment (e.g. cleaning solutions, paper products, custodial tools, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
* Wear proper protective equipment while performing job duties (ie, goggles, helmet, back brace, knee pads).
* Assist in moving furniture, supplies, and equipment as directed.
* Assist with cleaning cafeteria.
* Adjustment of hours and/or weekend work may be required.
* Assist with snow removal as directed.
* Perform other related duties and responsibilities as may be assigned.
* Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
* Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
* Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe and efficient manner and with minimal supervision.

K**NOWLEDGE, SKILLS, and ABILITIES:**

Knowledge of cleaning chemicals, cleaning methods, tools, equipment. Ability to learn and apply proper cleaning procedures and use of equipment and supplies used in custodial work. Ability to operate cleaning equipment such as vacuum, mop, broom, buffer, scrubber, steam cleaning machine. Knowledge of occupational hazards and standard safety practices. Knowledge of Material Safety Data Sheets. Knowledge of College Emergency Procedures. Ability to understand and follow written and oral directions. Ability to complete assignments without immediate supervision. Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of the work. Knowledge of proper lifting techniques. Ability to perform work independently. Ability to perform all essential functions in a safe manner.

**LEADERSHIP and COMMUNICATION SKILLS:** Follow instructions or work orders; and/or read routine sentences, instructions, regulations, or procedures; communicate using routine sentences; complete routine job forms and incident reports; and/or communicate routine information regarding daily activities.

**DECISION-MAKING and ANALYTICAL SKILLS:** Requires limited decision- making; perform clerical or manual duties; operate in a safe and efficient manner

**EQUIPMENT/SOFTWARE:** Vacuums, mops, buffers, brooms; use computers for data entry and/or handle, use, or repair hand-held power equipment and/or light machinery.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

* **Environment:** While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; extreme cold; extreme heat and risk of electrical shock; the employee will be exposed to cleaning solutions, disinfectants, chemicals, bacteria, and bodily fluids. The employee will be required to wear protective gear and follow proper safety precautions; the employee may be required to work assigned overtime, weekends or holidays.
* **Physical:** Primary functions require sufficient physical ability and mobility to walk up and down stairs; to reach with hands and arms; bend or walk for prolonged periods of time; to lift, carry, push, and/or pull up to 50 lbs, and occasionally lift and/or move more than 100 lbs.

**POSITIONS SUPERVISED:** None

**SIGNATURES:** I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

Employee Signature/Date Supervisor Signature/Date

**NOTICE OF NON-DISCRIMINATION:**  *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status.*