

JOB TITLE: Custodian

DEPARTMENT: Facilities and Grounds

LOCATION: Union Campus

REPORTS TO: Custodial Supervisor

FLSA: Non-Exempt

LEVEL: 101

DATE: 8/15/18, 12/6/17, 06/7/17, 4/01/09

POSITION SUMMARY: Perform general custodial duties related to the maintenance and cleaning of classrooms, offices, and other areas in assigned buildings and facilities.

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.
- Adjustment of hours and/or weekend work may be required and/or occasional overtime.
- Assist with snow removal.
- Unlock and secure campus buildings.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, excellence, dignity, accountability, environmental responsibility and global citizenry.
- 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.

KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of proper safety techniques and procedures while using chemicals, power tools, hand tools and equipment; knowledge of proper lifting techniques; understanding of methods, techniques, materials, tools and equipment used in floor maintenance; 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. Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations. Ability to use required tools and equipment skillfully and safely; ability to learn and apply proper maintenance procedures and use of equipment and supplies. Knowledge of occupational hazards and standard safety practices and Safety Data Sheets. Knowledge of college/department emergency procedures. Ability to understand and follow written and oral directions. Ability to perform work independently.

COMMUNICATION SKILLS: Ability to establish and maintain effective and cooperative working relationships with employees. Ability to interact and communicate effectively in a tactful and courteous manner with a variety of people, including students, employees, faculty and the general public. Ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; ability to verbalize understanding of a problem or situation, ask relevant questions for clarification, and explain it to others. Follow instructions or work orders; and/or read routine sentences, instructions, regulations, or procedures; 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 manual duties; operate in a safe and efficient manner. Ability to understand and follow written and oral directions; ability to complete assignments without immediate supervision; ability to perform all essential functions using safe work methods and following safety regulations relating to job.

EQUIPMENT/SOFTWARE: Ability to operate cleaning equipment such as vacuum, mop, broom, buffer, scrubber, steam cleaning machine; use computers for data entry; handle, use, or repair hand-held power equipment and/or light machinery.

PHYSICAL DEMANDS: *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential tasks of this job.)* Primary functions while performing tasks require sufficient physical ability and mobility to walk up and down stairs; to stand, walk, use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. Occasionally required to sit. Frequently must squat, stoop, or kneel, reach above the head and reach forward. Daily uses hand strength to grasp tools, supplies and equipment. Frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT: *(The work environment described here is representative of those an employee encounters while performing the essential functions of this job.)* Regularly works indoors and will occasionally work outdoors. Daily exposure to cleaning solutions, disinfectants, chemicals, bacteria, and bodily fluids. Occasionally exposed to wet and/or humid conditions; fumes or airborne particles; outside weather conditions; extreme cold; extreme heat. Meet deadlines with severe time constraints. Frequently exposed to risk of chemical hazards. Moderate noise level.

POSITIONS SUPERVISED: None

SIGNATURES: I have read the above job description. 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

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