

JOB DESCRIPTION

Title: Custodian

FLSA Status: Exempt Non-Exempt
 Non-Exempt - Part-time

Job Summary:

Performs a variety of activities to ensure that building environments are kept clean, hygienic, neat, and safe for students, staff and visitors, following established procedures and receiving direction from Director of Facilities Services

Specific Responsibilities:

- Perform routine cleaning as scheduled, including, but not limited to, surface hand dusting, sweeping, vacuuming, mopping, cleaning and disinfecting restrooms and washing windows
- Perform additional regular inspections of high traffic areas and do spot cleaning as required
- Perform additional regular inspections of restrooms, do spot cleaning and re-stock materials such as soap, toilet paper and hand towels as required
- Respond to requests from staff or visitors for emergency cleaning
- Strip and wax floors according to floor maintenance schedule
- Empty trash containers on a regular basis
- Put up signs to signal wet floors during cleaning or to alert staff or visitors of unsafe conditions
- Document and report required repairs or maintenance needs observed in the course of regularly scheduled responsibilities to Director of Facilities Services, Maintenance or Grounds staff

- Document and report contact with or observation of hazardous materials to the Director of Facilities Services
- Recommend appropriate cleaning, disinfecting, and sanitizing materials and products
- Maintain proper cleaning logs to document areas of the building that have been cleaned
- Clear snow, ice, and debris from building entranceways
- Assist with set up and cleaning in preparation for campus events and cleaning and tear down following campus events
- Assist Grounds or Maintenance as needed
- Other duties as assigned

Supervision Exercised:

Generally none, but may assign work to work-study students, contract employees, or special event volunteers

Supervision Received (title of supervisor):

Director of Facilities Services

Minimum Qualifications:

High School Diploma or equivalent

At least one year of experience in custodial work

Additional Preferred Qualifications:

Training or specific experience in stripping and waxing floors, using power stripper

Knowledge of how to do minor maintenance and repairs, such as painting, changing light bulbs, toilet/faucet repair or replacement, door locks and knobs, electrical switches and outlets, and air conditioner filters.

Physical Requirements:

Must be able to spend up to 8 hours standing, sitting, bending, twisting, or turning, using arms or hands to reach, handle, and manipulate objects or equipment

Must be able to climb up and down ladders, scaffolds, and other climbing devices

Must be able to lift items weighing up to 50 pounds

Unusual or Disagreeable Working Conditions:

May have to work in extreme heat or cold, dirty, snowy, icy, or wet conditions