

POSITION DESCRIPTION

Position Title: Custodian	Number: 0049.FO	FTE: 1.0
Classification: Classified, non-exempt	Report To: Director of Facilities/Head of Housekeeping	Date: 07.26

General Description and Purpose

Responsible for general cleaning of classrooms, restrooms, locker rooms, offices, hallways and dorms as assigned by the Director of Facilities, and any condition that affects the safety and health of students, staff, and faculty.

Primary Functions/Responsibilities

1. Clean and maintain assigned areas daily.
2. Turn off lights in unused areas.
3. Report all damage of college property.
4. Secure all office doors, and other secured areas after cleaning.
5. Perform some maintenance on all college facilities.
6. Help with snow and ice removal.
7. Required to perform holiday and Sunday duty on a rotating basis.
8. Make good use the supplies available and economize wherever possible.
9. Maintains security of all college equipment, tools, buildings and vehicles.
10. Assist in the set-up and breakdown of chairs, tables, etc., for various activities on campus.
11. Assist in the installation and movement of custodial equipment and/or machines.
12. Serve the College and its customers in a professional and congenial manner.
13. Practices safety in the performance of duties.
14. Communicates needs to Director of Facilities/Head of Housekeeping.

Coordination and Accountability Tasks

Perform other duties as assigned by the Director of Facilities/Head of Housekeeping.

Supervises the Following Staff

Work Study, and/or temporary custodial personal.

Required Knowledge, Skills, Abilities, and other Characteristics

1. Valid driver's license.
2. 18 years of age.
3. Punctual and dependable.
4. Skills in basic maintenance, housekeeping, washroom sanitizing, general cleaning.
5. Ability to communicate with other employees and students.
6. Able to discern job priorities for self and others assigned so as to direct workload, and to complete work while dealing with various interruptions.
7. Able to read and understand instructions & labels.
8. Capable of moving a minimum of 50 lbs. and ability to carry 15-45 lb. loads over 50 yds. multiple times in a (4) hour period.
9. Ability to work on foot (standing, walking, constant movement) for a 4-hour period.
10. Ability to bend, stoop, kneel, twist, climb, crawl and lift objects for a 4-hour period.

11. Ability to operate, or learn to operate, custodial equipment.
12. Ability to work in adverse weather conditions for 4-hour periods.

Experience

Experience in general custodial work is preferred.

Education

High school diploma or its equivalent preferred

Certifications and/or Licensure

None

Work Conditions/Environment

Position requires work both indoors and outdoors. Requires maintenance of the grounds during inclement weather conditions.

Other

Position may require evening and weekend work.

Acknowledgement of Receipt and Agreement

By signing below, I acknowledge that I have received and reviewed a copy of this position description. In addition, I agree to strive to effectively perform and comply with the job duties and responsibilities outlined in this description.

Employee Name (Printed)

Date

Employee Signature