

# CUSTODIAN

Department: Physical Plant

Reports To: Director of Custodial Services

Position Summary/Purpose:

By following outlined procedures, this position efficiently and correctly cleans assigned campus facilities.

Essential Responsibilities:

- By following outlined procedures efficiently and correctly clean assigned campus facilities, including but not limited to, restrooms, shower rooms, corridors, offices, kitchens, common areas, stairways, storages and utility rooms.
- Become fully informed of the proper use and upkeep of all vacuums and equipment.
- Regularly complete a scheduled program of floor and carpet care according to prescribed procedures.
- Demonstrate an awareness of the safety needs of residents and staff by properly storing equipment and supplies at all times. This is done by locking all store rooms at all times, keeping work areas free from hazards and dangerous equipment or supplies at all times, and participating in safety drills and meetings.
- Reports, immediately, any apparent unsafe condition in the building or building operation to the Physical Plant.
- Follows personnel guidelines as outlined in the staff handbook and orientation.
- Performs additional duties assigned under the supervision of the Dir. of Custodial Services or the Director of Physical Plant.
- Must be dressed at all times in proper uniform.
- Must be able and willing to work extra hours when needed

Essential Qualifications:

- General knowledge of housekeeping/custodial work is required.
- General knowledge of equipment and supplies is required.
- Ability to lift and move cleaning equipment.
- Ability to lift between 25 to 50 pounds.

Desired Qualifications:

- Experience in a janitorial related position is highly desirable.
- Basic computer skills
- Able to read and write basic English

Hazards:

Latex or rubber gloves are to be used at all times when germicides are being used so as to protect skin from chemicals and contaminated surfaces.

*NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.*