

## **JOB DESCRIPTION: CUSTODIAN**

Under general supervision, perform a wide variety of custodial and maintenance duties in order to provide a clean, orderly and safe environment; and perform related work as required.

### **SCOPE:**

The Custodian performs custodial and maintenance duties in and around campus facilities; troubleshoots, performs minor repairs and responds to emergency calls for service; coordinates with maintenance staff on major repairs needed, implements setup and takedown for a wide variety of campus and community events; works closely with employees and the public to meet the custodial needs of the area; and resolves problems to ensure efficient and safe operations.

### **PRIMARY RESPONSIBILITIES:**

1. Performs routine and comprehensive custodial maintenance of assigned facilities.
2. Vacuums, shampoos and cleans carpets and furniture; washes windows.
3. Removes trash in accordance with established procedures.
4. Cleans and disinfects restrooms, locker rooms, and other facilities; orders and stocks facilities with paper and supplies.
5. Reports and responds to emergency calls for custodial assistance.
6. Responds to service requests, coordinates resources and implements the set up and take down of furniture and equipment for a wide variety of campus and community events.
7. Performs various maintenance and custodial duties such as installation and repair to fixtures in restrooms, labs and classrooms.
8. Troubleshoots and repairs minor plumbing problems; replaces a variety of light bulbs and lighting accessories.
9. Performs refinishing of floors.
10. Identifies stains and uses proper chemicals for removal.
11. Maintains inventory and submits written requests for supplies; tests and evaluates new supplies and equipment.
12. Operates power equipment used for cleaning.
13. Performs preventative maintenance in and around facilities.

## **EMPLOYMENT STANDARDS**

**ABILITY TO:** Work with cleaning chemicals; safely dispose of hazardous materials; identify stains and use proper chemicals for their removal; operate manual and power equipment; work effectively in and around the public; perform physical labor; understand and carry out oral and written directions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population. Ability to communicate effectively with staff, students, and vendors.

**KNOWLEDGE OF:** Methods of maintaining, cleaning and preserving a variety of surfaces; proper use of a wide range of chemicals according to state and federal regulations; handling and disposing of hazardous materials.

### **MINIMUM QUALIFICATIONS:**

*Education:* Graduation from high school.

*Experience:* One year of custodial experience. Custodial and building maintenance in a school setting preferred.

**SPECIAL REQUIREMENTS:** Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust and noise. Routinely required to work under inclement weather conditions.