



HUMAN RESOURCES

JOB TITLE: Custodian

REPORTS TO: Director of Facilities

DEPARTMENT: Operations

TERM: 12 months

STATUS: Full-Time/Part-time/Exempt

Position Summary:

Under general supervision, the Custodian shall perform routine manual duties to support a variety of cleaning and custodial tasks on and around EVIT's campus. May be assigned other duties to support the functions of the department. The Custodian will keep building spaces clean and orderly and will be assigned to work in various campus buildings.

Essential Functions:

- Sweeps, mops, scrubs, strips, waxes, and buffs floors; vacuums, shampoos, and steam clean carpets; sweeps walkways, stairways, and entryways; may operate heavy floor care equipment
- Dust and polish furniture, woodwork, metalwork, and fixtures.
- Cleans restrooms and replenishes supplies; cleans disinfects, and polishes water fountains, sinks, and fixtures.
- Empties and cleans waste receptacles, and recycling containers, and disposes of trash; picks up litter from grounds; keeps inside premises in neat and orderly condition.
- Washes walls, fixtures, and windows; cleans blinds and screens; removes graffiti.
- Sets up and tear down furniture and equipment for special events or meetings.
- Checks security of facility; reports conditions which may indicate vandalism, illegal entry, or fire hazards; turns out lights and locks doors and windows upon leaving.
- Keeps utility storage areas and custodial equipment clean and in good working order; maintains equipment and materials used in work.
- Reports safety hazards, illegal entries, and significant repairs needed to Supervisor.
- Uses chemical cleaning materials as required.
- Maintains an awareness of proper work safety guidelines and procedures and applies these in performing daily activities and tasks.
- Attends meetings and training per requirements of the Supervisor.

Skills and Abilities:

- Knowledge of methods and practices used in cleaning floors, walls, windows, fixtures, and furnishings.
- Knowledge of safe and appropriate use of cleaning materials, chemicals, disinfectants, and custodial equipment such as floor buffers, vacuum cleaners, etc.
- Ability to perform heavy manual labor, including moving furniture and custodial equipment, and lifting objects weighing up to 50 pounds, such as garbage and recycling containers, furniture, and custodial supplies and equipment.
- Vision abilities required include close vision, distance vision, color and peripheral vision, depth perception, and the ability to adjust focus.
- Ability to learn and apply the approved methods of cleaning and caring for buildings, fixtures, and equipment; learn to operate cleaning equipment, such as floor care machines.
- Ability to use and maintain custodial equipment and tools; use hand tools as necessary.

- Ability to perform tasks that require manual dexterity, such as repairing and cleaning equipment; perform tasks that require coordination and balance, such as changing air fresheners while standing on a ladder.
- Ability to identify areas in need of cleaning and perform cleaning as appropriate.
- Ability to read, understand and apply written instructions, including work procedures, product labels, material safety data sheets, and equipment instruction manuals.
- Ability to understand and follow verbal instructions.
- Ability to maintain simple records, such as logs and time cards.
- Ability to follow safety procedures and identify and report safety hazards.
- Must be detail oriented; ability to work independently with minimum supervision and to organize workload to meet schedules and deadlines in a timely manner.
- Ability to deal effectively with stress caused by workload, interruptions, and deadlines.

Training and Experience:

- Graduation from high school or equivalent preferred; **and**
- Six months of work experience in a related field; **or**
- Any combination of education and experience which provides the required knowledge, skills, and abilities.

Licensing /Certification and Other Requirements:

- Valid Arizona Department of Public Safety Identity Prints (IVP) fingerprint card.
- Proof of immunization against or immunity to measles and rubella if born after January 1, 1957.

ADA and Other Requirements: Positions in this class typically require: climbing, crawling, stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

An Equal Opportunity Employer: *The East Valley Institute of Technology is an equal opportunity employer. We do not discriminate against any individual on the basis of actual or perceived race, color, national origin, sex, disability, age, gender, marital status, religion, veteran or military status, sexual orientation, gender expression or identity, or socioeconomic status. In accordance with Arizona law and Governing Board Policy, The East Valley Institute of Technology is a smoke-free, tobacco-free work environment.*

I FULLY UNDERSTAND THE JOB DUTIES, RESPONSIBILITIES, AND WORKING CONDITIONS THAT ARE OUTLINED ABOVE AND THAT HAVE BEEN DISCUSSED WITH ME BY MY SUPERVISOR.

Employee's Signature

Date

Supervisor's Signature