



JOB DESCRIPTION – CUSTODIAN

DEPARTMENT	CENTRAL OFFICE/CUSTODIAL	LOCATION	ALL CAMPUSES
RESPONSIBLE TO	FACILITIES DIRECTOR	RESPONSIBLE FOR	NONE
JOC APPROVAL DATE		ELECTRONIC SIGNATURE	

JOB SUMMARY

The Custodian is responsible for maintaining a generally clean, sanitary, and organized environment for all assigned areas.

ESSENTIAL RESPONSIBILITIES/SKILLS/FUNCTIONS

1. Cleaning
 - Clean and sanitize all assigned areas using standard cleaning supplies and techniques including dusting, sweeping, vacuuming, mopping, and buffing
 - Empty trash
 - Water plants as needed
 - Restock bathrooms
 - Clean gum and scuff marks from floors
2. Maintenance Services
 - Perform light maintenance duties including fixing electrical fixtures, plumbing, furniture repair, equipment maintenance
 - Outdoor maintenance and grass cutting
3. Driving Services
 - Pick up and delivers mail to the post office as needed

POSITION SPECIFIC REQUIREMENTS

EDUCATION & EXPERIENCE

- Weeding
- Sets up equipment as requested
- Other duties as assigned by Facilities Director
- The ability to effectively communicate and receive instruction.
- Consistent Attendance.
- The ability to operate a vehicle as well as all types of standard industrial cleaning equipment.

EDUCATION & EXPERIENCE

- Valid Driver's License required

POSITION DETAILS

For each of the requirements below, indicate whether the position requires them Frequently (F), Occasionally (O), Seldom (S), or Never (N).

**PHYSICAL
REQUIREMENTS**

Standing: F	Reaching: F
Sitting: F	Moving about: F
Lifting (include weight): O Up to 50lbs.	Pushing: F
Grasping: F	Kneeling: F
Climbing: F	Crawling: O
Squatting: F	Bending/Stooping: F

HOURS

40 / Week

DAYS

260 / Year

TYPE OF POSITION

Permanent (P) or Temporary (T): P

FLSA STATUS

Exempt (E) or Non-Exempt (N): N

INSURANCE

Professional (P), Administration (A), Support (S): S

OTHER

The LCCTC reserves the right to modify this job description as business demands dictate.

SIGNATURE

By signing below, you indicate that you have read, understand, and can perform the essential duties of this job as outlined above with or without reasonable accommodation. Because LCCTC maintains a team environment, you may be required to perform other duties as instructed by your supervisor.

X _____ Date: _____

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