

CUSTODIAN, DAY

Rev. June 2024

Job No.: Z103

Reports to: Director, Custodial Services

Dept./Campus: Custodial Services

FLSA Status: Non-exempt

Pay Grade: Z1

Term: 260 days

PRIMARY PURPOSE

To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.

MAJOR RESPONSIBILITIES AND DUTIES

- Ensure the building is opened on time each day.
- Works day shift to maintain a cleaning schedule at the designated area that will include floors, facilities, windows, furniture.
- Be attentive to emergency cleaning requests from classrooms, the office, or the clinic.
- Monitor cafeteria for cleaning floors and trash during breakfast and lunch cycles.
- Monitor campus bathrooms for any dispenser refill required.
- Report promptly to the Administrative Assistant, Custodial Area Supervisor, or Assistant Director of Custodial Services any acts of vandalism, defects, or accidental destruction that may prove injurious to students and staff.
- Assist in maintaining an inventory of supplies and equipment.
- Be aware of heating, cooling, and ventilation systems and report any malfunctions to the Administrative Assistant to call Plant Services.
- Coordinate moving furniture and equipment as required.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- General experience in custodial or cleaning work.

Knowledge/Skills/Abilities:

- Knowledge of cleaning techniques and procedures.
- Skill in the use of custodial materials, chemicals, and equipment.
- Ability to read, understand and follow written and verbal instructions and operate custodial equipment; and read, speak, and write English is strongly preferred.

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Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Ability to understand, remember and apply oral and/or written instructions or other information.
- Must move about inside the building to perform custodial work.
- Occasionally ascends/descends a ladder to clean at higher levels.
- Constantly positions self to be able to reach items on floor or above head.
- Constantly standing and walking for long periods of work day.
- Frequently moves equipment, supplies, furniture or trash weighing up to 50 pounds.
- May be exposed to strong smells from cleaning solutions.
- May be exposed to intermittent sounds of a loud nature.
- Operate medium weight cleaning equipment such as vacuum, floor buffer, and carpet extractor.
- Maintain composure and professionalism at all times.