

Working copy - CUSTODIAN Utility JOB DESCRIPTION (3/28/13)

PRIMARY DUTIES (Essential Functions)

- Follow work assignments, instructions, labeled information and safety standards.
- Move furniture, equipment, supplies and tools on a regular basis.
- Attend to emergencies when necessary
- Setup tents, stages, tables, chairs for events, etc.
- Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
- Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas within twenty five feet of buildings using hand-operated tools or small power equipment.
- Handle recycling materials.
- Familiarity with operation of Hi-Lo truck and loading containers on shelving.
- Perform work duties/responsibilities for extended periods of time,(approx. 8hrs/day).
- Call, email, or use internet to request work orders to customer service.
- Assist with inventory control and security.
- Safely operate all vehicles and other job related equipment which requires a valid driver's license with an acceptable driving record.
- Support and enforce all policies, university and governmental, OSHA/MIOSHA rules, university health and safety regulations and guidelines, etc.
- Enforce and support policies established by the Assistant Vice President of Facilities.
- Perform other related duties as required.

SECONDARY DUTIES:

- Attend safety meetings and other related meetings.
- Assist in the instruction and supervision of student help.
- Custodial duties when required.

REQUIRED QUALIFICATIONS:

- Must be able to work any shift or day of the week.
- Satisfactory work performance and attendance record.
- Demonstrated ability to work with minimum supervision.
- Ability to work well with others and maintain positive customer service.
- Ability to follow instructions regarding the use of chemicals and supplies and use as directed.
- Have essential physical capabilities in the following: Ability to lift up to 50 lbs, bend, twist, reach as needed, and climb ladders up to 8 ft.
- Have mental capabilities to maintain interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.

- Must have a valid driver's license with an acceptable driving record.

PREFERRED QUALIFICATION:

- Experience in commercial/institutional cleaning.

SUPERVISION:

This position reports to a Facilities supervisor who is responsible for the direction of custodial services at the university.

If you feel qualified and interested, please sign below and submit a resume to Steve Leaser. Failure to do so will result in you not being considered for the position. (NOTE: It is your responsibility to keep your summary of experience and qualifications up to date). Employees within the classification, who are exercising shift preference only, do not have to submit a resume.

REFER ALL INTERESTED OUTSIDE APPLICANTS TO THE HUMAN RESOURCES OFFICE.

Authorized by: _____ Date: _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Perform delivery of University items to designated area, responsible for recycle material pickup and disposal.
Responsible for deliveries of University materials by others in the assigned warehouse area.
Familiarity with operation of Hi-Lo truck and loading containers on shelving.
Perform work duties/responsibilities for extended periods of time,(approx. 8hrs/day).