

Job Title: Custodian
Compensation Rate/Grade: Grade 1
Department: Facilities Services
Updated: January 2020

Essential Functions:

- Clean and sanitize restrooms/bathrooms using established practices and procedures.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets, trash, and recycling containers; empty and clean ash trays and cigarette urns; refill restroom dispensers.
- Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.
- Wash walls and equipment; use ladders when required in work assignments.
- Report any unauthorized occupants.
- Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas within twenty-five (25) feet of buildings using hand-operated tools or small power equipment.
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops. Operate commercial washing machines, as required.
- Take classes as required in cleaning methods and techniques, new products, and working relationships.
- Properly dispose of or handle compost, recycle materials and trash.
- 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.
- Move furniture, equipment, supplies and tools on an incidental basis.
- Support and enforce all policies, university and governmental, OSHA/MIOSHA rules, university health and safety regulations and guidelines, etc.
- Provide quality customer service to faculty, staff, students and campus visitors.
- Enforce and support policies established by the Facilities Services leadership.
- Commit to being assigned as an essential employee, meaning you may be required to work when others are excused.
- Attend to Facilities Services related emergencies when necessary.
- Attend safety meetings and other related meetings.
- Work with and lead the activities of student staff.
- Perform other related duties as required.

Required Qualifications:

- Willingness to work off shifts, holidays and overtime as necessary.
- Satisfactory work performance and attendance record.
- Demonstrated ability to work with minimum supervision.
- Ability to work well with others and maintain positive customer service.
- Have mental capabilities to maintain interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.
- Ability to follow instructions regarding the use of chemicals and supplies and use as directed.
- Valid driver's license with acceptable driving record.

Preferred Qualifications:

- Experience in commercial/institutional cleaning or related experience.

Physical Demands:

- Ability to lift up to 50 lbs.
- Ability to perform manual labor, including bending, twisting, stooping and reaching as needed.
- Climb and use ladders up to 8 ft.
- Ability to work outdoors and/or in unairconditioned buildings, at university events, as required.
- Perform work duties/responsibilities for extended periods of time (approximately 12 hours/day) even during inclement weather. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.