Job Title: Custodian  
Compensation Rate/Grade: Grade 1  
Department: Facilities Services  
Updated: December 2011

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; replace light bulbs using an 8 ft ladder if necessary; 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.
- 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.
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers 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.
- Take classes as required in cleaning methods and techniques, new products, and working relationships.
- Handle recycling materials.
- 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.
- 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.
- Ability to follow instructions regarding the use of chemicals and supplies and use as directed.
- Provide quality customer service to faculty, staff, students and campus visitors.
- Perform other related duties as required.

Non-Essential Functions:

- Move furniture, equipment, supplies and tools on an incidental basis.
- Attend to emergencies when necessary.
- Attend safety meetings and other related meetings.
- Assist in the instruction and supervision of student help.

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.
• Must have a valid driver’s license with an acceptable driving record.

Preferred Qualifications:
• Experience in commercial/institutional cleaning.

Physical Demands:
• 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.