



Custodian

Department: Plant Operations	Approved Date: 10/14/2015
Reports To: Custodial Supervisor	Team: Operations
FLSA Status: Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>	Part-time <input type="checkbox"/> Full-time <input checked="" type="checkbox"/>
Compensation: Grade B03(1 st /2 nd shift), Grade N03(3 rd shift) \$14.25/Hour Annual: \$25,935	Employee Group: Support Staff
Contract or Grant Funded: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Position Summary:

The Custodian performs housekeeping duties in accordance with established standards and instruction.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Perform housekeeping duties to include, but not limited to: sweeping, mopping, scrubbing, stripping and waxing floors; vacuuming rugs and carpets; clean and dust furniture; clean and service lavatories, toilet rooms, restrooms and food service/dining areas; wash windows, window sills and frames.
2. Wash and/or clean interior wall spaces by hand or with powered wall washing machines, working on ladders and scaffolding, as required.
3. Operate all related custodial equipment, to include but not limited to, upright vacuum cleaners, backpack vacuum cleaners, electric buggers, and carpet extractors.
4. Remove snow and/or ice from steps, sidewalks, and parking areas using shovels snow blowers, tractors, and other snow removal equipment.
5. Maintain and ensure proper use of supplies equipment and chemicals.
6. Remove trash from buildings.
7. Report to work during adverse conditions as essential personnel.
8. Provide custodial coverage for weekend events as scheduled.
9. Perform inspections and light maintenance, as directed.
10. Assist in set-ups, loading and unloading of equipment and supplies, as necessary.
11. Move heavy furniture, supplies and miscellaneous equipment, as directed.
12. Perform other duties as assigned.

Required Minimum Qualifications:

1. High school diploma
2. Ability to lift, move, carry objects weighing up to 50 pounds

Desired Qualifications:

1. Two years of commercial housekeeping experience
2. Experience using equipment needed for general custodial services
3. Experience with the proper use and control of chemicals

Note: The College reserves the right to change or reassign job duties, or combine positions at any time.