JOB DESCRIPTION
CUSTODIAN

Characteristic Routine Work

Definition:

This is routine manual labor associated with the daily cleaning of buildings. Employees in this job classification are under immediate supervision and perform various duties requiring moderate physical strength. Typical routine duties include, but are not restricted to, dust mopping, sweeping, wet mopping, vacuuming, dusting, waxing, cleaning restrooms, removing trash, and simple operation of basic mechanical cleaning equipment.

Examples of Routine Work:

Dust mops, sweeps, wet mops. Spray buffs floors
Vacuum clean rugs and carpets
Scrub and clean restroom fixtures and keep restroom supplied with towels, soap & other items
Dust and clean walls, door, windows, woodwork and other above floor surfaces.
Dust, clean, and polish furniture.
Clean elevators and stairwells
Keep simple records and make simple reports.
Notify Supervisor of equipment and facilities needing repair of replacement.
Replace accessible light bulbs.
Perform related work as required and instructed.

Characteristic Non-Routine Work

Definition:

This is manual labor associated with the recurring, but non-routine cleaning and maintenance of buildings. Employees will be under immediate supervision and will perform various tasks requiring moderate physical strength. This work is normally of the project type nature.

Examples of Non-Routine Work:

Stripping and refinishing floors
Scrubbing floors with machines
Vacuuming furniture and drapes
Window washing
Wall washing and vacuuming
Wall, vent, and radiator washing
Light fixture vacuuming and washing.
Waste receptacle washing
Various duties related to student registration
Snow shoveling and removal
Carpet shampooing
Related work as required and instructed
Set up rooms for conferences, lectures, and special events
Move furniture

Qualifications

Required Knowledge's, skills, and abilities:

Knowledge of cleaning methods, materials, and equipment
Ability to perform manual tasks requiring moderate physical strength
Ability to operate mechanical cleaning equipment
Ability to follow simple oral and written instructions in the conduct of the job
Ability to establish and maintain working relations with Supervisors, fellow workers and students