



## POSITION DESCRIPTION

### Janitor/Custodian

**DEPARTMENT:** Facilities and Grounds

**FUNCTION:** Keep campus in clean and orderly condition by performing custodian duties

**REPORTS TO:** Director of Janitorial Services

**MAJOR DUTIES/RESPONSIBILITIES:**

- Clean and sanitize restrooms/bathrooms using established practices and procedure.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; replace light bulbs; 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.
- Use and maintain assigned power equipment, lawn mowers 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 walls and equipment; use ladders when required in work assignments.
- Ensures that proper inventory of equipment, supplies and other items are maintained to ensure ability to perform functions of job.
- Performing minor repairs to the facilities plumbing, electrical system, miscellaneous repairs of doors, windows, etc (as assigned).
- 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.
- Maintain campus beauty through lawn mowing and other landscaping duties.
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas within sixteen feet of buildings using hand-operated tools or small power equipment.
- Move furniture, equipment, supplies and tools on an incidental basis.
- Wash accessible interior and exterior windows.
- Accepting and signing for deliveries made to the building when necessary. Assist with delivering large packages to various departments.
- Attend to emergencies when necessary.
- Handle recycling materials.
- Safely operate all vehicles and other job related equipment.
- Perform related duties as required.
- Additional duties as assigned

**REQUIRED QUALIFICATIONS:**

- Functional literacy (verbal and written).
- Ability to demonstrate an acceptable degree of skills in those areas identified above.
- Ability to relate well with Maintenance workers, staff and public.
- Ability to lift 30 lbs.
- Valid driver's licenses.

**DESIRED QUALIFICATIONS:**

- Previous experience in a similar position