Custodian

Job Code 00007058

General Description
Responsible for enhancing the physical appearance of the buildings on campus by providing a sanitary environment and preventing the transmission of disease carrying microorganisms.

Examples of Duties
Empty trash and throw into dumpster.
Clean and disinfect sinks and bathrooms and restock paper products.
Vacuum carpets and dust offices.
Perform hard floor care.
Clean lobbies, common areas, study rooms, laundries, offices, furniture, chalk and writing boards, and light fixtures.
Secure buildings, entrances, exits, interior doors, custodial closets, storage rooms, etc.
Clean windows.
Clean kitchen, operate dishwasher, refrigerator, and replace dishes in cabinet.
Remove old wax and polish vinyl tile floors.
Maintain supplies, keys, equipment, and custodial closet.
Polish vinyl floors with buffer in areas of heavy traffic.
Clean according to procedures.
Count soiled linen and prepare list of items.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Contaminated waste disposal practices of Universal precautions; cleaning equipment operation and disinfecting agents and chemicals; basic mechanical concepts; safety standards and procedures; characteristics of and techniques for using custodial equipment and supplies.
Skill in: Interacting courteously with others; work as a team member; inspecting work areas and reporting problems and hazards; prioritizing workload for self and others.
Ability to: Understand instructions to operate equipment, mix cleaners and labels on mixed bottles; perform basic math.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Revised 09/20/2012