

## **CUSTODIAN JOB DESCRIPTION**

### **PRIMARY DUTIES REQUIRED FOR THIS POSITION:**

Report to a Custodian Lead who is responsible for the direction of housekeeping services in the facility.

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; empty and clean ash trays and cigarette urns; 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 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.

Lock and unlock assigned buildings; secure building when facilities are not in use checking for unlocked doors and windows, reports any unauthorized occupants, turn off lights.

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. Clean blinds. Launder cleaning rags and dust mops.

Have essential physical and mental capabilities in the following: interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.

Attend to emergencies when necessary.

Attend safety meetings and other related meetings.

Take classes as required in cleaning methods and techniques, new products, First Aid, CPR, and working relationships.

Handle recycling materials.

Call in work orders.

Assist in the instruction and supervision of student help.

Assist with inventory control and security.

Safely operate all vehicles and other job related equipment.

Support and enforce all policies, university and governmental, such as Once Call, OSHA/WISHA rules, university health and safety regulations and guidelines, etc.

Enforce and support policies established by the Associate Vice President of Facilities and Planning.

Perform related duties as required.

## Job Description For Custodian (continued)

### Decision-making and Supervisory Responsibility

	Custodians	Volunteers
HIRING	R	R
ASSIGNING/SCHEDULING WORK	F	F
MONITORING/CONTROLLING WORK	R	F
DISCIPLINE	R	R
PERFORMANCE EVALUATION	F	N/A
SALARY RECOMMENDATIONS	R	N/A
DISMISSAL	R	N/A
BUDGET RESPONSIBILITY	For maintenance line items.	
PROPERTY RESPONSIBILITY	For key control, shared with Pastor. Security of facility. Handling equipment.	
CONFIDENTIAL INFORMATION	For security of confidential information.	

I – indicates Input only

R – indicates responsibility for Recommending a course of action requiring one other approval

F – indicates responsibility for the Final Decision

### Minimum Requirement:

**Education:** High School Diploma or GED and technical training with facility systems, maintenance and custodial techniques

**Experience:** A minimum of two years experience performing similar work is preferred.

**Or other background demonstrating application of the following knowledge, skills and abilities:** Has ability to honor and maintain confidentiality; be a self-starter and self-motivated; has ability to work with little supervision; is able to assess a situation and determine appropriate courses of action; has ability to work cooperatively with volunteer committees, staff and parishioners and determine appropriate level and timing of assistance; has ability to function in heat and cold, deal with heights (roof) and closed spaces (plumbing); and, has basic computer skills (email, Microsoft Word, Outlook) and ability to learn other computer applications.

### Physical Requirements of this position include:

#### FREQUENCY OF REQUIRED EXPOSURE/USE

WORK ENVIRONMENT	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)			X
HEAT (90 F or more)			X
HUMIDITY			X
HEIGHTS			X
NOISE			X
VDT/CRT USE		X	
DRIVING			X
STANDING			X
SITTING			X
WALKING			X
BENDING			X
WORK WITH OTHERS			X
REPETITIVE MOTION			X
<b>OPERATE MACHINERY</b>			
COPIER			X
TYPEWRITER	X		
TELEPHONE			X
FACSIMILE (FAX)			X
10-KEY	X		
CALCULATOR		X	
COMPUTER			X
MOUSE			X
PRINTER			X

#### FREQUENCY OF REQUIRED EXPOSURE/USE

OTHER	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: NEAR			X
VISUAL ACUITY: FAR			X
COLOR DISCRIMIN.			X
HEARING			X
SPEECH			X
TRAVEL			
LOCAL			X
NATIONAL	X		
INTERNATIONAL	X		
AVAILABILITY			
EVENINGS		X	
WEEKENDS		X	

### MOVING EQUIPMENT AND SUPPLIES

LIGHT (Under 5 lbs.)			X
MODERATE (5-20 lbs.)			X
HEAVY (Over 20 lbs.)			X

### DESCRIPTION OF MOVEMENT

LIFT/LOWER			X
CARRY			X
PUSH/PULL			X
REACH ABOVE			X