POSITION DESCRIPTION
Custodian (100%)

POSITION SUMMARY: This position will perform a variety of custodial duties for Swenson Hall. This position will be required to operate a variety of power equipment in the maintenance of floors, restrooms and carpeting. Some roaming duties may also be assigned. The position will also perform a variety of miscellaneous tasks as assigned by its supervisor and must be able to work with minimal supervision. The ability to frequently interact effectively with university staff, faculty and students is also required. This position receives daily work details from and direction from the Custodial Lead worker. Direct supervision is from the Custodial Services Supervisor.

80%
A. Perform miscellaneous custodial duties.

1. Clean and disinfect restrooms. Clean floors, partitions and fixtures daily. Polish chrome on fixtures daily and empty trash daily.
2. Clean classrooms, offices, labs, auditoriums, etc. Dust, mop sweep, vacuum or wet mop daily. Empty trash daily. Dust and clean furniture, window sills, etc. as needed. Clean chalkboards and white boards daily. Burnish or spray buff as needed.
3. Clean hallways and entrances. Dust, sweep, vacuum or wet mop daily. Burnish or spray buff as needed. Clean glass weekly or as needed. Keep entrances clean and dry during inclement weather. Remove snow and ice a minimum of ten feet from entries.
4. Open and secure the building at the scheduled time.
5. Set up/tear down and clean up for special events.

20%
B. Operate a variety of power equipment in scrubbing, polishing and waxing floors.

1. Strip and wax floor using power scrubber and buffer.
2. Vacuum and shampoo carpets and runners.
3. Clean and maintain equipment.
4. Operate battery powered automatic floor scrubbers.

10%
C. Other related duties as may be necessary.

1. Correct or report any unsafe conditions as soon as possible.
2. Keep custodial closets locked, clean and orderly, with all chemicals properly marked and stored.
3. Keep equipment stored properly when not in use.
5. Empty waste baskets and recycle bins.
6. Maintain exterior building entryways by keeping litter, etc. picked up.
7. Order required supplies.
8. Perform other duties as assigned.
9. Provided uniforms must be worn during working hours.
KNOWLEDGES/SKILLS

Knowledgeable in the operation of, and ability to operate, power equipment; ability to read and understand operating instructions.

Knowledgeable in correct use of cleaning agents (chemicals); ability to sufficiently read and understand cleaning instructions on cleaning chemicals.

Physical ability to bend, stoop, kneel, climb and lift arms above head for extended periods of time.

Physical ability to lift and pour 5 gallon pails of chemicals, to empty buckets, to remove garbage/recycling, to sweep and mop floors.

Physical ability to lift and/or carry, or otherwise move cleaning supplies and equipment weighing a maximum of 35-50 pounds.

Must have interpersonal skills in dealing with the public diplomatically, both personally and on the phone.

Ability to read and comprehend written and spoken English.

Maintains a positive work atmosphere by behaving and communicating in a cooperative manner with customers, students, co-workers and supervisors

Ability to work outside for extended periods of time in heat and cold to perform yard work and snow shoveling.

Ability to pass a Pre-Employment Job Function Assessment and Criminal Background Check.