POSITION SUMMARY: This position will perform a variety of Custodial functions including cleaning classrooms and coverage for special events as needed. Its primary function is the extraction of carpeting throughout the Academic Buildings. It will be required to operate a variety of power equipment in the maintenance of floors. The position will also perform a variety of miscellaneous tasks as assigned by its supervisor and must be able to work with minimal supervision. This position requires the ability to frequently interact effectively with university staff, faculty and students. This position receives daily work details and direction from the Custodial Lead worker. Direct supervision is from the Custodial Services Supervisor.

75%
A. Operate a variety of power equipment in scrubbing, polishing and waxing floors.
   1. Vacuum and shampoo carpets and runners.
   2. Strip and wax floors using power scrubber and buffer.
   3. Clean and maintain equipment.

10%
B. Perform a variety of dusting, mopping, polishing and washing duties.
   1. Dust mop and wet mop floors and stairwells.
   2. Dust and polish furniture, shelving and counters.
   3. Cleaning glass and display counter, doors and partitions.
   4. Washing walls, windows, furniture, etc.
   5. Clean and disinfect restrooms.

10%
C. Perform a variety of miscellaneous cleaning tasks.
   1. Shovel snow from entrances
   2. Change light bulbs.
   3. Empty wastebaskets and trashcans and recycle bins.
   4. Help with special set-ups and takedowns.
   5. Lock and open doors and windows.
   6. Clean black boards and erasers.
   7. Move necessary furniture during cleaning operations.
   8. Maintain exterior building entryways by keeping litter, cigarette butts, and trashcans picked up.
   9. Perform light moving services of equipment, furniture, file cabinets, etc.
D. **Miscellaneous requirements.**

1. Report observed problems and required repairs and make out work orders, as appropriate and forward to Facilities Management.

2. Order required supplies and maintain inventories.

3. Perform other duties as assigned that are related to the type described above.

4. Provided uniforms must be worn during working hours.

**SKILLS/ABILITIES:**

- 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) and ability to sufficiently read and understand cleaning instructions on cleaning chemicals.

- Physical ability to bend, stoop, 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 from halls and to sweep and mop floors.

- Physical ability to perform manual labor, possible heavy lifting to safety standards of 35 to 50 pounds and at times above the shoulders.

- Must have interpersonal skills in dealing with the public diplomatically.

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

- Ability to read and comprehend written and spoken English.

- Possession of a valid driver's license.

- Ability to work outside for extended periods of time in extreme cold and heat.

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