

<b>Custodian</b>	<b>Skill Level: 1</b>
<b>FLSA Status:</b> Non-exempt	<b>IPEDS:</b> 710

Job Purpose: Work performed in cleaning and maintaining assigned areas and performing related work as required.

Characteristic Duties and Responsibilities (Essential functions for this position are on file in the Office of Human Resources for your information):

- Sweeps, mops, and buffs stairs, corridors and floors.
- Vacuums carpets.
- Washes windows, polishes furniture, and cleans woodwork.
- Picks up paper and debris on ground.
- May set up and take down chairs, tables and equipment for special events.
- Empties trash cans and cleans containers.
- Ability to understand Material Safety Data Sheets
- Makes minor repairs to building.
- Cleans bathroom walls, floors and fixtures and replenishes bathroom supplies.

Supplemental Functions:

- All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation.
- These functions may vary by institution.
- Incumbents may provide backup to various functions within the unit.
- May be required to perform related clerical tasks as assigned
- Performs other work as assigned

Direction Received:

Employees work under general supervision. Advice and guidance are available from the supervisor as needed for complex issues or exceptions to policy.

Direction Given:

N/A

Job Specifications:

Successful completion of the eighth grade.

.Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of cleaning methods and procedures.  
Knowledge of the material and equipment used in custodial and minor maintenance work.  
Ability to follow simple instructions.  
Ability to establish and maintain an effective working relationship with other

Working Conditions/Physical Demands/Special Conditions:

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information.

<u>Date</u>	<u>Skill</u>	<u>Evaluation</u>
5/2004	1	132012113

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The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.