

Position:	Evening Custodian	Position Control:	
Department:	Maintenance and Operations	Position Class:	Maintenance and Operations
Gives Direction:	--	Unit:	Classified
Direct Supervisor:	Director, Maintenance and Operations	Salary Range:	13
Next Level Supervisor:	--	Hours per week:	40
Educ. Admin.:	Executive Vice President of Administrative Services	Months per year:	12
Date Established:		FLSA Exemption Status:	Non-Exempt

DEFINITION

Under general supervision performs a variety of custodial tasks to maintain the college buildings and grounds including the residence halls, Children’s Center or other buildings as assigned and performs related duties as required.

CLASS CHARACTERISTICS

Employees in this classification perform a full range of custodial activities to ensure that the college buildings and grounds are maintained in a clean and orderly condition.

REPRESENTATIVE DUTIES

The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

Clean and maintain rooms and buildings as assigned including sweeping, mopping vacuuming, emptying wastebaskets, and changing lighting as needed.

Clean and maintain exteriors of buildings including windows and sidewalks, as assigned.

Set up rooms or areas for special events.

Clean and sanitize sinks and restrooms following specific operational guidelines.

Secure facilities, which include locking doors before leaving each night.

Assist in reporting facility vandalism and possible repairs.

Perform minor maintenance tasks to keep assigned areas safe and operational, as assigned.

REPRESENTATIVE DUTIES, continued

Assist with receiving and distributing supplies, equipment and materials, as assigned.

Assist and advise student workers.

Perform related duties as assigned.

EMPLOYMENT STANDARDS

Minimum Qualifications

Education - High school diploma or equivalent. Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students.

Experience - One year of experience performing custodial duties, including the utilization of general custodial equipment and supplies.

Personal

Ability to perform custodial tasks and related maintenance work as assigned.

Ability and desire to work effectively with students, faculty, staff and the public.

Show initiative, poise, good judgment and tact.

Flexible in assuming other assignments as the need arises.

Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students.

Willing to accept other duties.

Be a team player in a busy educational environment with an emphasis on public service.

Knowledge of

General custodial practices.

Proper methods of using and storing custodial supplies and equipment.

Proper lifting techniques.

Ability to

Perform custodial duties to maintain buildings and grounds in a safe, clean and secure condition.

Learn proper classroom set-up.

Maintain tools and equipment in a safe and orderly manner.

Meet assigned schedule.

Learn college safety practices and procedures.

Communicate orally and in writing.

Follow safe work practices.

WORKING CONDITIONS

Indoor and outdoor work environment in all weather conditions.

Regular exposure to fumes, dust, and odors.

May be assigned to work days, weekends, and holidays.

Overtime hours may be assigned.

A rotating shift may be assigned.

May be assigned to specific buildings.

May be exposed to cleaning solutions, disinfectants, chemicals, bacteria and bodily fluids.

Will be required to follow proper safety precautions and follow college safety procedures.

PHYSICAL REQUIREMENTS

1. Vision sufficient to read labels, instructions, rules, and policies.
2. Speech and hearing sufficient to communicate in person or by telephone.
3. Manual dexterity sufficient to handle materials and equipment.
4. Ability to stand for long periods of time.
5. Ability to lift up to 50 pounds.
6. Ability to carry up to 40 pounds.
7. Ability to bend and reach in all directions.
8. Ability to work at heights.
9. Ability to ascend and descend ladders.
10. Ability to operate cleaning equipment.
11. Freedom from allergies sufficient to perform duties.

Reasonable accommodations will be made for candidates and employees with physical disabilities.

ENVIRONMENT

Community college campus serving a diverse student population. Small custodial staff requiring flexibility to provide a clean and orderly environment for students, faculty, staff, and the public.

SUPERVISION

Supervision is received from the Director of Maintenance and Operations. No supervision is exercised. May take or give work direction or assistance on projects as assigned.

PAY RANGE

Range 13 on the Classified Employees Salary Schedule/Non-Exempt.