

## POSITION DESCRIPTION

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**JOB TITLE:** CUSTODIAN

**DEPARTMENT:** NEVADA CAMPUS

**DIVISION:**

**HOURLY WAGE:** \$14.00

**HOURS PER WEEK:** 19 **FLSA:** NON-EXEMPT

**IMMEDIATE SUPERVISOR:** DIRECTOR OF NEVADA CAMPUS

**SCHEDULE DETAILS:** CLASSIFIED STAFF/RANGE 1/12 MONTHS

**DATE OF LATEST REVIEW/REVISIONS:** JANUARY 29, 2024

### Position Summary

The Custodian provides custodial services to college facilities, including but not limited to the “Essential Job Duties” listed below. This is part-time, approximately 19.5 hrs./week position.

### Essential Job Duties

- Keep assigned areas clean and orderly including classrooms, restrooms, offices, stairwells, halls, lecture halls, etc.
- Maintain restrooms in clean, sanitary and fully stocked condition.
- Maintain all types of floors and walls with proper equipment and chemicals.
- Dust, wash, and polish furniture and woodwork.
- Vacuum and/or clean carpets using the steam cleaning, dry foam, or shampoo methods of cleaning.
- Empty and clean waste receptacles.
- Wash walls and windows as needed.
- Clean drinking fountains
- Polish metal work.
- Fill paper and soap dispensers in restrooms.
- Assist in moving, arranging and setting up furniture and equipment as needed.
- Turn out lights and secure doors as needed.
- Perform miscellaneous minor maintenance tasks as needed.
- Work as a team with other custodians when needed.
- Maintain courteous and cooperative relations with all other units and personnel of the college in assigned custodial tasks.
- Perform other related duties as may be assigned by the supervisor.
- Provide light maintenance duties when required.

### Required Knowledge, Skills & Abilities

- Six months related work experience preferred.
- Knowledge of general cleaning procedures and equipment.
- Physically able to push/run high speed buffing and carpet cleaning equipment, climb ladders, and lift up to 50 pounds.
- Ability to maintain positive working relationships.
- Ability to multi-task and work with deadlines.
- Ability to plan, implement, and coordinate assigned responsibilities effectively.

### **Positions Supervised**

- None

### **Working Environment**

- Generally, indoors, some outdoor activity, with exposure to noise, dust and cleaning chemicals.
- This position is a part-time position, and adjustment of hours may be required from time to time;
- A neat appearance is required and appropriate apparel must be worn.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical**

- Access information via the Crowder College computer network.
- Operate equipment such as buffers, vacuum cleaners, etc.
- Physical work required to accomplish custodial functions, such as pushing vacuums, buffers, sweeping, and lifting up to 50 pounds.
- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk and/or hear.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Language/Communication Skills**

- Ability to read and understand the English language.
- Ability to communicate effectively with a variety of people, including staff, students and the general public.
- Ability to understand oral or written instructions, and to ask appropriate questions for clarification.

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