

**JOB TITLE:** CUSTODIAN

**Grade:**

**REPORTS TO:** Custodial Supervisor

**BASIC FUNCTION:** Responsible for cleaning and caring for university buildings and premises. Move equipment, furniture and setup for classes or special events.

**QUALIFICATIONS:** Environmental Services training helpful; high school diploma or GED preferred. Related experience plus the ability to operate the floor machines required. Must be able to lift and carry up to 50 pounds, climb stairs and ladders to 20 feet and work off a platform lift or scaffold. Ability to comply with safety policies, workplace guidelines and attendance requirements. Ability to speak and understand English in a manner that is sufficient for effective communication with supervisors, employees and customers, based on the assumption that such individuals can only speak and understand English. Also ability to read and write English in a manner that is sufficient to understand information on Material Safety Data Sheets and instructions on products and methods used in the normal course and scope of the job. Must possess the ability to successfully pass a criminal background check.

**GENERAL RESPONSIBILITIES:**

- Cleaning of university buildings to include emptying waste containers, cleaning restroom facilities, mopping floors, stripping and waxing floors, vacuuming and extracting carpets, dusting and washing windows.
- Promptly identify and report minor maintenance problems to supervision.
- Relocate furnishings and equipment, and support special event preparation.
- Re-supply custodial closets and restrooms regularly.
- Other duties as required.

**SCHEDULE:** Work schedule is primarily from 12:00pm – 8:30pm, Monday through Friday, however regular schedules may be altered to meet the needs of the university.

**OCCUPATIONAL GROUP:** Non-Exempt/Service Worker

**SUPERVISION RECEIVED:** Supervised by Custodial Supervisor

**SUPERVISION EXERCISED:** General supervision: None

**PHYSICAL REQUIREMENTS:** The expectations listed below are representative of the abilities that may be needed to fulfill duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical strength/endurance to enable him/her to perform/participate in the following activities:

- Physically able to lift various materials up to 50 pounds on an occasional basis.
- While performing required job tasks, physically able to bend, crouch and reach continuously.
- While performing required job tasks, physically able to remain seated, frequently to continuously.
- While performing required job tasks, physically able to remain standing up to 15% of the time.
- Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

**EXPECTATIONS:** The incumbent is expected to have or possess:

- Ability to use assigned vacuum cleaner, mop and bucket, brooms, squeegee, floor machines such as buffer, automatic scrubber, carpet extractor and small tools for repair.

- Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.
- Basic use of Microsoft Office software (specifically, Word and Excel) as well as the ability to stay current with emerging office technologies.
- Ability to demonstrate strong organizational skills with the utmost attention to detail.
- Ability to display an enthusiastic personality with an affinity for teamwork and collaboration and a desire to support the team in achieving comprehensive goals.
- Ability to balance priorities to accomplish assigned tasks within the required time frame and to be able to shift quickly between several tasks without loss of continuity.
- Carry out all responsibilities and objectives in a professional manner.
- Maintain professionalism when dealing with all staff and other customers while fostering positive working relationships.
- Accept and render constructive criticism in a professional manner.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds in accordance with the Holy Cross Mission.
- Adhere to the policies and procedures established by St. Edwards University.

I have read and understand my job description and acknowledge that management reserves the right to change or reassign *job duties or combine positions at any time.*

Employee (Print Name): \_\_\_\_\_ Date: \_\_\_\_\_

Employee (Signature): \_\_\_\_\_ Date: \_\_\_\_\_