



## Job Description Custodial Technician

JD: 2032  
Pay Grade: G01

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**Employment Status:** Full-Time  
**FLSA Status:** Non-Exempt  
**Experience Required:** none  
**Minimum Education Requirements:** High School diploma or G.E.D.  
**Direct Supervisor:** Custodial Supervisor  
**Supervisory Responsibility:** Direct (0); Indirect (0)  
**Primary Work Location:** Campus buildings  
**Certification:** Valid Driver's License.

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**Job Summary:** This position is responsible for performing all tasks related to cleaning and housekeeping of the campus facilities. As part of the Facilities Department staff, this position is also responsible, as necessary, for the generalized safety of the campus and related College property.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Collect and dispose of trash throughout the campus.
- Clean classrooms, offices and other spaces including blackboards, whiteboards, furniture, fixtures, window treatments, and other furniture and equipment.
- Clean and supply lavatories, locker rooms, lounges and lunchrooms.
- Clean floors including vacuum, sweep, mop, strip, wax and buff.
- Clean windows, walls, woodwork and fountains.
- Polish furniture, metal rails and fixtures.
- Operate floor scrubbers, carpet scrubbers, buffers, and trash compactor.
- Assist with setting up and cleaning before and after special events and meetings
- Ensure inside and outside lights are turned on and off as required
- Inform appropriate personnel if any facility system is malfunctioning, including electrical, mechanical, plumbing, or fire suppression.
- Report custodial equipment needing repair to appropriate personnel.
- Observe and report trespassers, unusual occurrences and/or disturbances to the appropriate personnel.
- Assist management in inventorying and stocking custodial supplies.
- Effectively perform as a member of the team in carrying out the College's Mission Statement.
- Must complete appropriate OSHA/safety training as determined by college management.
- Perform other tasks and duties assigned.

### Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:



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#### **Knowledge**

- Operation of motorized maintenance equipment.
- Occupational hazards and safe working practices.
- Maintenance cleaning products.

#### **Skills**

- Reading and Writing skills.
- Good interpersonal skills.
- Establishing and maintaining effective working relationships with students, staff, and members of the public

#### **Abilities**

- Follow written and oral instruction.
- Read simple diagrams.
- Work independently.
- Must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds.
- Significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.

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### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date