



Position Title:	Custodian	Job Code:	4202-00E
Reports To:	Head Custodian	Job Group:	SNE
Department:	Campus Services	Salary Grade:	4
Prepared By/Date:	Carol Flynn/ 05-2006	FLSA Status:	Non-Exempt
Approved By/Date:	Martha Garrity/11-04; 05-2006		
Revised:	Jennifer C. Brito/4-24-2009		

Summary:

Provides janitorial service in the maintenance of building facilities. Primary responsibility is in the use of proper equipment, tools, methods, and materials in the performance of these janitorial functions. Performs moderately heavy manual work involving the moving of desks, files and medium size safes. All work is performed under relatively close supervision.

Essential Duties and Responsibilities:

- Scrubs, mops, waxes and polished floors; washes windows, woodwork; cleans all restrooms and fixtures.
- Assists in making minor repairs to buildings and equipment.
- Changes trash and garbage cans.
- Cleans tables and refrigerators in eating areas.
- Mops floors in "convenience" kitchen and cafeterias.
- Moves office and school furniture and equipment as directed.
- Performs related work as required.

Knowledge, Skills and Abilities:

- Knowledge of the materials, methods, and equipment used in janitorial work and/or in the moving of desks, files, and safes.
- Sufficient physical strength and agility to perform a variety of janitorial tasks in the care and limited maintenance of buildings and equipment.
- Ability to make minor repairs and adjustments to cleaning equipment.
- Ability to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers.
- Ability to print and speak simple sentences.
- Ability to apply commonsense understanding to carry out simple one or two-step instructions.
- Ability to deal with standardized situations with only occasional or no variables.
- Ability to understand and follow simple oral and written instructions.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to reach with hands and arms. The employee is regularly required to walk; stand; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 60 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Less than high school education and one month related experience or training; or equivalent combination of education and experience.
- Must be able to work a flexible schedule that may include evenings and weekends.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name