

GORDON COLLEGE

Position Description

Title: Custodian

Function: Under the supervision of the Custodial Service Manager, cleans and provides routine custodial maintenance in one or more assigned buildings to assure satisfactory physical appearance and cleanliness.

Description of Duties and Tasks:

Essential Responsibilities:

1. Cleans floors, halls, stairways, restrooms, and fixtures, using standard chemicals, polishes, waxes, and cleaners.
2. Empties trash receptacles, disposes trash into compactors and/or dumpsters, and bags trash for proper disposal.
3. Identifies any conditions which could endanger or cause discomfort to building occupants; reports conditions to Supervisor for action.
4. Makes minor adjustments or repairs as necessary to assure building cleanliness and safety.
5. Cleans walls, ceilings, light fixtures, and other fixtures periodically as assigned.
6. Maintains proper levels of restroom supplies.
7. Follows safety rules; shows continuing concern for the safety of others.
8. Maintains the grounds about assigned buildings in a clean, orderly, and safe condition.
9. Provides additional custodial services as appropriate or necessary.

Required Knowledge, Skills and Abilities

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Committed to the well-being of fellow employees and students, shows genuine interest and takes initiative to demonstrate care and concern for one another.
2. Must have detailed knowledge of the buildings assigned.
3. Knowledge of and ability to safely use and maintain industrial cleaning equipment and supplies.
4. Ability to understand and follow instructions and safety procedures with minimal supervision.
5. Ability to maintain the building in a clean and orderly fashion
6. Ability to lift and move up to 50 pounds, stand and walk for long periods, execute repetitive motions, and push and pull.
7. Skill in identifying conditions that could cause hazard or discomfort to building occupants.

Position Code: PLT-CUST-1

Grade: 1

FLSA Status: Non-exempt