



JOB DESCRIPTION

JOB TITLE: Custodian	FLSA: Non-Exempt
Department: Facilities	Revised Date: 5/19/2015
Security Sensitive: Yes	Grade: A-11
Reports To: Custodial Foreperson	

Job Summary

Under the direct supervision of the Custodial Foreperson, maintains general repair and cleanliness of College building and facilities.

Essential Functions

- Dusts and cleans, strips, waxes and buffs floors; vacuums and shampoos carpets;
- Cleans and maintains classrooms, offices, restrooms, custodial closets and storage areas; cleans walls, writing surfaces, woodwork, windows, light fixtures and baseboards; empties wastebaskets and waste containers; moves furniture and equipment;
- Replaces light bulbs, ballasts and ceiling lights; replaces or builds cabinets and shelving; installs new equipment and furniture; repairs equipment;
- Repairs and replaces plumbing fixtures, drains, and toilets; adjusts and repairs door closures; changes air filters and cleans coils on HVAC units;
- Paints walls, equipment, hand railings, benches, etc., repairs and replaces electrical outlet covers, and trouble-shoots problems; patches and repairs masonry and concrete surfaces; performs pest control, as required, and notifies the supervisor of any problems or repairs needed;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities

- High School diploma or GED preferred and one year light maintenance and/or custodial experience;
- Ability to understand spoken and written instructions;
- Requires regular, reliable and predictable work attendance;
- Ability to communicate well with general public;
- Ability to operate custodial and maintenance equipment;

- Ability to perform cleaning and light maintenance assignments with minimum supervision.

Work Environment

- Both inside climate controlled work as well as outside conditions; exposure to wax stripper, cleaning supplies and pesticides;
- Ability to climb stairs, ladders and scaffolds, bend, stoop, push, pull, reach, kneel and the ability to lift up to 50 pounds;
- Ability to stand or walk for long periods of time;
- Must utilize safety equipment at all times.

Special Requirements

- Must be able to work evenings, weekends and holidays;
- Must possess a current Texas driver's license to drive College vehicles;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date