Description of Position
This position performs custodial work, light maintenance and groundskeeping in a University setting.

Responsibilities
Performs custodial work in a general University building. Cleans classrooms, laboratories, auditoriums, offices, corridors, stairways, and toilet rooms. Sweeps and shovels snow and debris from steps and sidewalks. Scrubs floors with heavy-duty industrial scrubbing machines using strong industrial cleaning chemicals. Dries floors with heavy-duty industrial wet and dry pick up vacuum. Mops floors with heavy wet mops. Applies floor seal with lambs applicator. Sweeps floor with floor brush or treated dust mop. Stripping and waxing floors and extracting carpets. Cleans toilet room's stone surfaces, walls, windows, mirrors, and fixtures. Polishes chrome finishes. Collects waste paper. Replenishes supplies. Changes incandescent and fluorescent lights that can be reached by a 12-foot stepladder. Observes deficiencies in building hardware, doors, windows, and other facilities. Turns in deficiency list every evening for maintenance and repair from hers/his check and guide. Make verbal or written reports on unusual conditions. Sets up equipment and furniture required for University functions. Loads and unloads trucks. Dismantles packs, and reassembles supplies and other materials. Moves furniture, office equipment, tables, benches, chairs, athletic equipment, refuse, garbage, supplies and various kinds of heavy equipment. Changes and cleans lights and lighting fixtures, and performs other custodial tasks, working with scaffolding. Works on special projects as assigned.

Essential Functions of Position
All the duties and responsibilities named above are essential functions of this position.

Minimum Qualifications
Able to read and write competently in English. Ability to meet the physical requirements as determined through an on-site job analysis. One year of solid work experience.

Knowledge, Skills and Abilities
Ability to prioritize workload demands to reflect urgency of tasks & customer needs. Ability to organize multiple projects with conflicting deadlines.

Work Environment
The work is performed in a general University building and outside on University grounds.

Class Number - 6025
Probationary Period - 720 hours
Non - Exempt; Non - Supervisory
Salary Range – $12.26 - $18.55 hour
Last revision – 09/09/08