

TITLE: <u>Custodian</u>	SALARY SCHEDULE: _____	CLASS CODE: <u>AS706</u>
UNION: <u>AFSCME</u>	SALARY GRADE: _____	EEO CODE: <u>70</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>AS</u>

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**POSITION PURPOSE**

Provide daily janitorial services in all University buildings for the cleaning and upkeep of campus facilities.

**ESSENTIAL JOB FUNCTIONS**

- Clean and service offices, classrooms, lecture halls, auditoriums, laboratories, elevators, stairs, entrances and exits and other areas of campus buildings. Dust furniture, equipment and fixtures, which may be at any height from ground to ceiling and at any angle; move desks and chairs in order to sweep, mop and/or vacuum floors. Clean light fixtures and change bulbs reachable from a ladder. Fill, transport and empty buckets which may contain several gallons of water used for washing floors and chalkboards; clean large areas using push brooms, wet mops, dust mops, vacuum cleaners, dust pans, sponges, etc.; clean door and partition glass; clean both inside and outside of all entrance door glass. Clean laboratories while in use. Sweep and shovel salt and snow from building entrances and steps.
- Remove trash and refuse from rooms and buildings. Empty contents of waste baskets in classrooms, restrooms, offices, corridors, etc. into large refuse containers; use proper methods to access trash from a wide range of receptacles; transport wheeled cart containing large amounts of refuse to outdoor dumpster or compactor, including in inclement weather; transfer garbage from cart to dumpster; operate compactor. Utilize safe methods and take necessary precautions to prevent cuts or other injuries from sharp or other harmful objects put out for disposal. Remove cigarette butts from both indoor and outdoor receptacles; sweep and monitor cigarette butts in outdoor building entrances. Change sand as needed.
- Clean restrooms and locker rooms. Clean and disinfect sinks, toilets, showers, tile, metal, chrome, etc.; sweep and mop floors; use sponges, brooms, mops, brushes, etc.; clean up after spills, including human waste; clean mirrors; restock toilet tissue and toweling; wash and polish drinking fountains; access different heights and angles to clean bathroom surfaces fixtures. Exercise safe methods when working with cleaning supplies and hazardous disinfecting agents.
- Lock and/or unlock buildings as assigned by supervisor. Close and lock windows in offices, classrooms; etc.; notify supervisor of need for and receive cleaning agents, paper products and other supplies; assist with emergency cleaning; access high areas using ladder or equipment having long handles.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

- Operate floor buffers, automatic scrubbers, wet and dry vacuum cleaners, electric or battery powered sweepers and other portable cleaning equipment. May operate carpet cleaning machines and vehicles; perform routine light maintenance of machines such as changing belts, bags, check and recharge batteries; transport and use heavy equipment which vibrates and/or needs to be guided on surfaces; utilize machinery, equipment and supplies safely at all times. Perform some duties near students, visitors and other staff members.
- All Custodians are considered to be “Essential Personnel,” and are required to report during a university emergency closure period.
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience.
- Possession and maintenance of a valid Michigan vehicle operator's license and satisfactory driving record as determined by University policy.
- Ability to transport and use heavy cleaning equipment.
- Ability to follow instructions.
- Ability to perform simple math in order to mix cleaning agents.
- Ability to transport, use and maintain the full range of custodial supplies and equipment, including brooms, mops, sponges, buckets of water, vacuums, buffers, automatic scrubbers, electric sweepers, shovels, dust pans, ladders, toxic cleaning agents, etc.
- Ability to access cleaning surfaces which may be at any height or angle from ground level to ceiling.
- Ability to work in varying environmental and possibly hazardous working conditions utilizing the appropriate precautions to ensure safety of self and others.
- Prior cleaning experience preferred.
- Must obtain security clearance.