

CUSTODIAN TITLE SERIES DEFINITIONS

I. DEFINITIONS

CUSTODIAN

This is manual semi-skilled work associated directly with the performance of a variety of custodial tasks as identified in the examples of work performed below. This work will take place in a variety of university facilities including, but not limited to, office buildings, classrooms, healthcare facilities, student center buildings, correctional facilities, residence halls, dining facilities, and athletic facilities. Work is performed under general supervision.

Examples of Work Performed:

- Dust and clean desks, shelves, radiators, moldings, and windowsills.
- Spot mop spills and wipe spots off walls
- Clean/wash ashtrays, chalk trays, and blackboards.
- Empty waste baskets and/or recycling bins.
- Dust mop and/or sweep floors, stairs, etc.
- Count, record, and change linens.
- Wet mop floors, halls, stairs, etc.
- Manually, or by machine, strip floor finish and apply new floor finish.
- Clean and disinfect bathroom sinks, toilets, fixtures, floors, showers, bathtubs, and walls.
- Operate a wide variety of cleaning equipment including vacuum cleaners, manual/riding scrubbers, and carpet shampoo equipment, such as rotary scrubbers and floor burnishers.
- Wash walls, windows, and ceilings.
- Move and set up furniture and equipment for office moves and/or special events.
- Perform limited ground maintenance functions such as trash pickup, snow removal, and salt application.
- Climb ladders and/or use lifts to replace light bulbs and clean light fixtures.
- Stock shelves and/or cleaning carts with needed supplies.
- Maintain swimming pools in addition to cleaning walls and floor surfaces of pool. Duties may include cleaning filters, monitoring and adding chemicals to maintain water quality, and operating underwater cleaning devices.
- Lock and unlock doors/buildings. May verify that lights and other appliances are off.
- Test fire alarms and report fire hazards and other emergencies to the appropriate staff, conduct visual inspection of safety equipment such as fire extinguishers.
- Prepare equipment and cleaning solutions for work.
- Operate building equipment such as bleachers, dividers, nets, etc. to support building activities.
- Clean and sanitize isolation rooms and/or cells.
- Perform other assigned work that may include tasks not specifically enumerated above of a similar kind and level.

CUSTODIAN LEAD

This is lead-level custodial work. In addition to performing those custodial duties identified under the Custodian Classification, a Custodian Lead is responsible for guiding a crew of Custodians cleaning an assigned area of a university operated building on a given shift. Work is performed under general supervision.

Examples of work performed:

- Plan and assign tasks and assist a cleaning crew performing such duties as mopping and scrubbing floors, waxing and polishing floors and furniture, sweeping and cleaning walks and drives, operating elevators, dusting desks, cleaning ash trays, wiping spots off walls, and mopping spills.
- Make frequent rounds of the area checking the progress and quality of housekeeping services being performed.
- Make regular inspections of utilities, such as plumbing and heating and ventilating equipment. Report the need for repairs and replacements to the supervisor
- Arrange furniture and equipment for conferences, dinners, and meetings held in the assigned area.
- Requisition and distribute custodial supplies and maintain control on the use of supplies.
- Instruct employees on the proper use of equipment and appropriate cleaning techniques.
- Collect employee's time records.
- Assist supervisor in developing, updating, and modifying training programs and materials.
- Perform other assigned work that may include tasks not specifically enumerated above of a similar kind and level.
- Fills in for custodial vacancies.
- Perform limited ground maintenance functions such as trash pickup, snow removal, and salt application.

II. QUALIFICATIONS

The qualifications required for this classification will be determined at the time of recruitment.

III. RELATED TITLES

Facilities Repair Worker
Maintenance Mechanic
Groundskeeper
Laborer