

**CROWDER COLLEGE
POSITION DESCRIPTION**

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|-------------------------------------------------------|-------------------|---------------------------------------------------------------------|
| Status. PT, 29 hours week, evenings, 12 months | Title | CUSTODIAN – Cassville |
| Revised: 6/8/2017 | Department | PHYSICAL PLANT |
| Level: Staff, Range 1 | IPEDS | MAINTENANCE/SERVICE |
| FLSA: Nonexempt | Reports to | DIRECTOR OF PHYSICAL PLANT/DIRECTOR OF CASSVILLE INSTRUCTIONAL SITE |

POSITION SUMMARY

Provide custodial services to college facilities, including but not limited to the “Major Functions” listed below.

MAJOR FUNCTIONS

1. Keep assigned areas clean and orderly including, but not limited to, classrooms, restrooms, offices, stairwells, and halls.
2. Maintain restrooms in clean, sanitary and fully stocked conditions.
3. Maintain all types of floors and walls with proper equipment and chemicals.
4. Dust, wash, and polish furniture and woodwork.
5. Vacuum and/or clean carpets using the steam cleaning, dry foam, or shampoo methods of cleaning.
6. Empty and clean waste receptacles.
7. Wash walls and windows as needed.
8. Clean drinking fountains
9. Polish metal work.
10. Fill paper and soap dispensers in restrooms.
11. Assist in moving, arranging and setting up furniture and equipment as needed.
12. Turn out lights and secure doors as needed.
13. Perform miscellaneous minor maintenance tasks as needed which include but are not limited to changing air filters, buffing floors, changing lightbulbs, and other basic repairs.
14. Work as a team with other custodians when needed.
15. Maintain courteous and cooperative relations with all other units and personnel of the college in assigned custodial tasks.
16. Campus wide deep cleaning and additional floor care between semesters.
17. Coordinate with the Cassville Campus Director and the Neosho staff for additional maintenance needs.
18. Maintain equipment and order supplies in coordination of the Campus Director and Campus Office Manager.
19. Perform other related duties as may be assigned by the supervisor.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Six months related work experience.
2. Knowledge of general cleaning procedures and equipment.
3. Physically able to push/run high speed buffing and carpet cleaning equipment, climb ladders, and lift a minimum of 50 pounds.

EQUIPMENT/SOFTWARE

1. Operate equipment such as buffers, vacuum cleaners, etc.
2. Accessing information via computer is not required but would be helpful to the employee and college.

POSITIONS SUPERVISED

None

WORKING CONDITIONS

1. Generally indoors, some outdoor activity, with some exposure to noise, dust and cleaning chemicals.
2. Overnight hours, but adjustment of hours will be required from time to time.
3. A neat appearance is required and appropriate apparel must be worn.

PHYSICAL DEMANDS

Physical work required to accomplish custodial functions, such as pushing vacuums, buffers, sweeping, and lifting up to 50 pounds.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to read and understand the English language.
2. Ability to communicate effectively with a variety of people, including students and the general public.
3. Ability to understand oral or written instructions, and to ask appropriate questions for clarification.