



Job Description

Position Title: Custodial Operator			
Emp Class: R1	Grade: 99	Job Code: R1534	Date Posted: January 2012

POSITION SUMMARY
Performs custodial tasks on a routine or project basis using a variety of cleaning agents, materials and equipment as appropriate. Performs routine manual work requiring substantial physical exertion. This is a regular part-time position.

KEY RESPONSIBILITIES	% OF TIME
Maintains all types of floor surfaces, including various types of tile, wood, carpet and concrete. Mops, sprays, buffs, strips, seals and waxes floors using appropriate materials and equipment. Vacuums, spot cleans and shampoos carpets. Removes and cleans floor mats and carpet runners. Operates a variety of cleaning equipment, including but not limited to, auto scrubbers, burnishers, stripping machines, extractors, vacuums, sweepers, and buffers. Understands and complies with cleaning methods and proper use of cleaning agents and maintenance materials for safe and effective performance.	10%
Cleans and dusts areas including lobbies, lounges, offices, classrooms, kitchens, dormitory rooms, laboratories, stairways, corridors and others as appropriate. Returns lost articles to supervisor. Polishes door handles, push or kick plates, handrails, urns, drinking fountains, restroom trim, faucets, valves and others as appropriate.	15%
Cleans various types of horizontal and vertical surfaces, including but not limited to, wood, metal, concrete, painted surfaces, glass, chalkboards, display cases, light fixtures and others as appropriate. Replaces light bulbs.	15%
Maintains, cleans, mops and supplies restrooms. Maintains service rooms and storage areas in a clean and orderly fashion.	10%
Assumes responsibility for assigned keys to open, close, lock and unlock doors.	10%
Removes trash containers and empties trash from buildings to designated disposal areas. Lifts, handles and moves various cleaning equipment, furniture, pails, barrels and supplies.	15%
Washes all inside windows and any windows assessable with a stepladder or pole window washer. Washes walls, doors, ceilings and woodwork using ladders as needed.	5%
Sweeps, cleans, shovels and maintains assigned building entrances to include steps and a circular distance of approximately 10-15 feet in an effort to prevent dirt and debris from being tracked into buildings.	10%
Maintains and observes all safety policies and procedures ensuring safe work conditions and reducing hazards. Reports safety and fire hazards or conditions warranting repair to supervisor. Applies energy conservation measures at all times. Considered essential staff in times of emergency.	10%

Performs other related duties as assigned.
* <i>Indicates an "essential" job function.</i>

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WORKING CONDITIONS

<p>Requires extensive safety training and/or protective devices. Regular exposure to moving machinery and/or vehicles. Works on slippery or uneven surfaces. Regular exposure to infectious material/diseases.</p>	<p>Stockroom or warehouse. High dust, dirt, grease environment. Works with poor ventilation or with regular exposure to odors. Regular exposure to chemicals, solvents. Regular exposure to weather including heat, cold, dampness and/or humidity.</p>
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PHYSICAL EFFORT

<p>Typically standing and/or walking. Climbing ladders or scaffolds. Driving and/or operating heavy equipment. Heavy lifting or carrying 51 lbs or more.</p>	<p>Typically crawling and/or kneeling. Typically pushing and/or pulling. Requires handling by seizing, holding, grasping, or turning hands, but without finger dexterity.</p>
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KEY JOB REQUIREMENTS

Formal Education:	High School Diploma or GED required.
Work Experience:	0 to < 1 year.
Impact of Actions:	Makes decisions which are normally limited to the position.
Complexity:	Routine. Work consists of routine tasks, processes or operations. The incumbent selects and applies several clearly prescribed, standard policies and procedures requiring little interpretation. Problems are solved by choosing between a few clear choices or discussing them with a supervisor.
Decision Making:	Routine. Work may occasionally involve non-standard assignments; however, the methodology is normally prescribed in detail by the immediate supervisor. There is limited opportunity for independent judgement.
Internal Communication:	Little or no contact required except with immediate associates and the supervisor.
External Communication:	External communication with others is minimal. Requires ordinary tact and courtesy.
Customer Relations:	Job responsibilities do not require direct contact with customers.
Managerial Skills:	Has responsibility or authority which is limited to the direction of temporary or student workers.
Knowledge & Skills:	Basic Skills. Understands and uses simple math and follows basic written or verbal instructions with a number of steps. Able to use simple hand tools and office machines.
Other:	Current employees are not eligible to job post if they have any active progressive discipline at the level of written warning or above as defined in Article IX, Section 6 of the UAW contract.
Special Skills:	* <i>The ability to work effectively with diverse groups.</i>

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Date Revised: March 2007