

UPPER IOWA UNIVERSITY

Job Title:	Custodian			
Department:	Facilities and Management Services			
Location:	Fayette Campus			
Reports to:	Manager of Custodial Services			
Position Type:	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Temporary	<input type="checkbox"/> Seasonal
FLSA Status:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt		

GENERAL DESCRIPTION

Custodian performs general custodial duties in residence halls and other academic buildings at the University. Maintains buildings in a clean, orderly, and attractive manner for the benefit of the students, faculty, and staff of the University, and the University in general.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Clean bathrooms daily, empty waste containers, remove objects from floor, wash, rinse, and disinfect all fixtures with detergent germicide daily. Clean all mirrors and glazes daily. Clean all ledges and shelves daily. Wet mop floors with detergent germicide daily. Scrub shower walls weekly to remove lime and soap buildup, replenish restroom supplies as necessary, machine scrub floors and seal as needed. Replace shower curtains as needed. Clean vents with tank vacuum wand weekly. Report all damages and needed repairs in bathrooms to supervisor.
2. Dust and wet mop stairways and corridors daily, clean handrails daily, wash water fountains daily. Wash exit doors and glass entryways daily. Spot wash or wash marks off corridor walls as needed. Strip and wax corridors and stairways as directed, maintain baseboards along with corridors.
3. Cleans lounges daily, vacuum carpets, dust or damp mop floors. Empty waste containers, dust, arrange furniture, fixtures, and woodwork. Clean kitchen areas as required, wash lounge windows, glass doors, and partitions. Arranges drapery and keep drapery hooks in proper place. Report to supervisor when new cords are needed for drapes.
4. Maintain entrances and exits outside porches and steps, immediate area of entrances be kept free of debris. Remove snow from above-mentioned areas in the winter, apply ice melt as needed.
5. Assist with the set up and taken down of events throughout the campus. Setting up tables and chairs.
6. Empty trash containers daily, wash and return containers to proper location, maintain appearance and cleanliness of trash containers inside and out, maintain areas around trash containers.
7. Complete general minor maintenance tasks in corridors, minor maintenance tasks in lounge areas, student rooms, classrooms, labs, offices, and lobbies. In classrooms dust and wet mop daily, clean chalkboards, empty waste containers daily and rearrange furniture. Replace light bulbs, clean light fixtures, oils door hinges, set up and take apart beds, move furniture, store furniture, operate power machines, transport supplies and equipment, perform lifting tasks as needed.
8. Clean laundry rooms daily, maintain cleanliness of washers and dryers. Keep lint receptacles clean and free from lint.
9. Clean student and guestrooms as directed or needed.
10. Clean staff's offices daily, dust and arrange furniture, empty trash containers daily, wash windows and vacuum carpet weekly.
11. Wash windows and fixtures as required or directed.
12. Maintain carpets, by vacuuming, spot removal and machine cleaning.
13. Machine scrub, strip and wax floors as required or directed, wet or damp mop floors.
14. Keep electrical machine equipment, mops, buckets, and wringers, etc., clean and in proper operating condition. Supplies such as: detergents, polish, cleaning powders, soaps and special cleaners are to be used as directed and measure accurately for use.
15. Clean storerooms, custodial closets, maintain in orderly condition.
16. Complete other custodial tasks as required or directed.

KEY COMPETENCIES

- Efficiency and the ability to prioritize tasks and meet deadlines for a wide variety of assignments
- Ability to work autonomously and demonstrate excellent judgment in decision-making along with establishing priorities and importance of tasks
- Knowledge of equipment and maintenance of the equipment
- Ability and confidence to immediately address and resolve problems and issues is required.
- Basic computer skills strongly desired.

MINIMUM REQUIREMENTS

High school diploma or equivalent with the ability to read and write. Six months experience in housekeeping or experience in a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

ENVIRONMENTAL WORKING CONDITIONS

Working conditions involve exposure to variable weather conditions, dirt, dust, fertilizer, and insecticides. Work requires the ability to understand and follow established procedures or other guidelines of some complexity which involve making frequent minor decisions. The use of some initiative, independent judgment, or resourcefulness is a recognized characteristic of the job. Alertness and careful attention is required to prevent injury to self and others.

OTHER SPECIFICATIONS

- Position requires driving and operating a university vehicle, therefore, a valid Iowa driver license and driving record acceptable to the university's insurance carrier is required
- Ability to lift up to 50lbs
- Ability to maintain good working relationship with subordinates and other University employees and students

Employee acknowledged:	Print Name	Signature	Date:	
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