



**OHIO**  
UNIVERSITY

**Classification and Qualification Standards**  
**Custodial Work Specialist**  
*ADMINISTRATIVE/TECHNICAL ROLE*

<b>Career Series:</b> Housekeeping and Food Service	<b>Job Code:</b> 12122 <b>Grade:</b> B	<b>Date Established:</b> 7/01/2001 <b>Revised:</b> 11/17/10	<b>FLSA Category:</b> NON-EXEMPT
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**JOB SUMMARY**

Under general supervision, the classification exercises limited judgment, and follows routine procedures, techniques, rules, and regulations. This classification requires working knowledge of cleaning practices and procedures in order to provide care, cleaning and maintenance of buildings, furniture, and fixtures, work leadership, and training to student custodial workers.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Provides custodial care and minor maintenance of assigned buildings.
2. Cleans furniture, walls, windows, floors, fixtures, and equipment.
3. Removes snow and ice from walkways.
4. Trains employees in techniques, methods, and proper use of equipment, material, and supplies.
5. Inspects assigned buildings and work areas to maintain cleanliness and sanitation standards.
6. Makes minor repairs to equipment and furniture.
7. Reports the need for building equipment or facility repairs to appropriate supervisor.
8. Performs other duties as assigned.

**Worker Characteristics (knowledge, skills & abilities to perform the job duties)**

Knowledge of cleaning practices and procedures; addition, subtraction and common vocabulary; and employee training and development\*. Skill in operation and maintenance of cleaning equipment and tools. Ability to carry out simple instructions; recognize safety warnings; and provide custodial care and minor maintenance.

(\*developed after employment)

**Minimum education & experience required (including training, registration & licensure)**

Formal education in addition, subtraction, ability to read, understand and follow instructions .

9 mos. training or 9 mos. experience in cleaning practices and procedures, and operation and maintenance of cleaning equipment and tools.

- Or equivalent of the education and experience listed above.
- May require valid drivers license.

*This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity*