



OHIO
UNIVERSITY

**Classification and Qualification
Standards
Custodial Worker**

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Housekeeping and Food Service	Job Code: 12121 Grade: A	Date Established: 7/01/2001 Revised: 11/17/10	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under immediate supervision, the classification exercises limited judgment, and learns to apply and follow routine procedures, techniques, rules, and regulations. This classification requires basic knowledge of addition, subtraction and common vocabulary in order to provide custodial services for public and private facility areas.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Operates equipment necessary to clean and maintain buildings, furniture, fixtures and other duties outside of buildings.
2. Maintains floors: sweep, mop, strip, wax, polish, etc. Clean and shampoo rugs and carpets.
3. Clean, dust and wax furniture and fixtures. Clean glass and mirrors.
4. Empty and clean trash receptacles.
5. Report need for equipment repair; report evidence of fire, illegal entry or theft.
6. Check in supplies; stocks supply closets.
7. Unlocks and locks buildings.
8. Assists with grounds maintenance and snow removal.
9. Performs minor repairs.
10. Performs other related duties as assigned.

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

Knowledge of cleaning practices and procedures*; and addition, subtraction and common vocabulary. Skill in operation of cleaning equipment and tools*. Ability to carry out simple instructions; and recognize safety warnings.

(*developed after employment)

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

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

- Or equivalent of the education and experience listed above.
- Ability to lift 25-75 lbs.
- 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