Custodial Worker

<table>
<thead>
<tr>
<th>Job Family:</th>
<th>Sub Family:</th>
<th>Career Track and Level:</th>
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<tbody>
<tr>
<td>Facilities and Operations</td>
<td>Custodial Services</td>
<td>TAS 1</td>
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<td>Job Code:</td>
<td>Job Series:</td>
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**Job Family**

**Facilities and Operations:** Facilities job family serves to ensure the cleanliness, maintenance, and operation of campus facilities and grounds. Functions encompass custodial, grounds, and maintenance services, including oversight and programmatic administration.

**Sub Family**

**Custodial Services:** Responsible for cleaning and housekeeping of buildings and/or exterior areas. May involve trash and recycling removal and meeting room set-up.

**Job Responsibilities**

- Serves as contact person and coordinates responses to problems in regards to the cleanliness of buildings and grounds.
- Maintains the cleanliness of buildings, grounds, and equipment by cleaning, vacuuming, and removing trash.
- Completes the set-up and tear down of office equipment and furniture for special events.
- Performs snow removal.
- Performs basic maintenance and repair (e.g., painting, light fixtures).
- Processes expenses and payroll records.

**Role**

- Reflects most common entry point for this career track.
- Performs a relatively small number of tasks/duties by selecting correct processes from clearly prescribed rules and specific instructions.
- May supervise or oversee the work of student employees.

**Impact and Complexity**

- Performs job responsibilities following a defined standard output or set of procedures. May schedule and/or check the work of students.
- Work is closely supervised with limited opportunity for independent action or decision making. Exercises some judgment in planning and organizing own work but must adhere to specific time, process, and results standards.
- Work consists of tasks that are routine, or well-defined, with specific instructions to achieve standards.
Requirements

Knowledge of basic or commonly used procedures and/or equipment typically obtained by a high school degree or GED or equivalent and no minimum work experience. An equivalent combination of education, training, and experience is acceptable. Specific knowledge, certifications, and licensure will apply at the position level.

*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.*