

POSITION DESCRIPTION

CUSTODIAN

Reports to: Custodian Supervisor

Organizational Unit: Staff

Salary range: Grade 11, Non-exempt, Full time

Revision Date: October 2024

I. Basic Purpose of Position

The Custodian is responsible to the Custodian Supervisor - evenings and Director of Facilities - days for the general upkeep and cleanliness of the physical plant of the College.

II. Essential Job Functions

- A. Ability to install and move college properties and furniture on campus
- B. Ability to set-up and break down chairs, tables, etc. for the various activities held on campus
- C. Ability to assist when and where needed in the general maintenance of the grounds of the campus
- D. Ability to assist in the performance of whatever tasks are necessary in the maintenance of the grounds during inclement weather
- E. Ability to perform the duties necessary to promote and preserve the general cleanliness of the physical plant on campus which include: cleans whiteboards and trays; empties and cleans trash containers; cleans and vacuums carpets; sweeps, mops, and waxes floors, stairwells, etc.; dusts rooms, offices, etc.; cleans restrooms; mows grass, weed eat, removes snow, etc.
- F. Ability to maintain security of buildings, grounds and college property
- G. Ability to have on-person and operational the College provided cell phone
- H. Ability to serve as a Campus Security Authority (CSA) and complete annual training
- I. Ability to follow all LCC policy and procedures
- J. Ability to maintain regular and timely attendance as required

III. Consulting Tasks

Performs other duties related to the maintenance of the physical plant as assigned

IV. Supervises the Following Staff

None

V. Required Knowledge, Skills and Personal Qualifications

- A. Knowledge of general custodial duties and responsibilities
- B. Be able to lift a minimum of fifty pounds
- C. Ability to learn complicated tasks
- D. Ability to perform assigned work tasks on a ladder or scaffolding
- E. Must possess and maintain a valid driver's license

VI. Preferred Experience

Experience in general custodial work

VII. Educational Background

High School diploma or equivalent

VIII. Working Conditions/Environment

- A. Required overtime will be compensated at the rate of 1 ½ times for the time worked.
- B. Outside work
- C. Inside work
- D. Perform custodial duties on a shift basis
- E. Crawl, bending, squatting movements
- F. Perform custodial duties on holidays and weekends
- G. Ability to work under pressure situations
- H. Required to wear college provided uniforms
- I. Exposure to inclement weather
- J. Obtain and hold a valid driver's license
- K. Lifting up to 50 pounds
- L. Wearing of personal protective equipment required: eye protection when using any power tools, lawn edger's, weed eaters, push mowers and string trimmers
- M. Hearing protection required when operating certain equipment such as mowers, weed eaters, etc.
- N. Gloves required when handling any types of cleaners or chemicals of any kind and when handling trash cans or cleaning