

CUSTODIAN/MAINTENANCE WORKER, HEALTH SCIENCE CENTER

GENERAL STATEMENT:

Serves to clean and maintain the Health Science Center building and grounds.

REPORTS TO:

Provost, Health Science Center

OCCUPATIONAL GROUP:

Service and Maintenance

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

At least three (3) years work experience in custodial and maintenance services; Knowledge about and ability to use various cleaning equipment and materials and ability to perform routine building maintenance; Knowledge about grounds care.

OTHER:

Personal appearance, conduct, and interpersonal skills acceptable for working with staff/public; Able to read and follow through on instructions, set priorities, be organized, and complete daily responsibilities independently; Able to correctly interpret product label information on cleaning chemicals.

DUTIES AND RESPONSIBILITIES:

- Sweep and wet mop all non-carpet flooring weekly.
- Sweep and mop restroom floors daily.
- Vacuum all carpeted floors daily, if room is used.
- Empty all trash receptacles daily; wash receptacles as required.
- Clean countertop tables and furniture weekly or as needed.
- Dust windows and door ledges weekly.
- Clean glass doors daily.
- Clean and disinfect all commodes and urinals daily.
- Clean all sinks daily.
- Remove food, gum, tobacco, and markings from walls and furniture as necessary.
- Check all product dispensers daily and refill as required.
- Clean all dispensing equipment daily.
- Shake and vacuum all carpet mats daily and wash as required.
- Sweep steps and sidewalks immediately outside facilities weekly.
- Shampoo carpets twice a year and as necessary.
- Strip and wax flooring using power scrubber twice a year and as necessary.
- Buff flooring using power buffer as required.
- Assist in handling all types of furniture and equipment necessary in setting up for student and civic functions and in cleaning and rearranging facilities as required.
- Keep flower beds planted, fertilized, and cultivated. Maintain operation of sprinkler system.
- Assist in the removal and installation of ceiling tiles on an occasional basis as required.

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- Pick up paper, cigarette butts, cans, bottles, etc., within the immediate area of assigned facilities daily.
- Replace belts on vacuum cleaners and empty or replace vacuum cleaner bags as required.
- Clean water fountains daily.
- Replace fluorescent light tubes and common light bulbs as required.
- Clean air vents monthly. Replace easily accessible filter pads quarterly.
- Perform minor repairs (electrical, plumbing, HVAC, furniture, etc.) and arrange for major repairs as needed.
- Responsible for TVCC car maintenance and cleaning (includes gasoline, State inspection, current insurance card, and other routine maintenance).
- Maintain building security during closed hours.
- Inventory new equipment worth over \$50 and send copy to main campus.
- Clean blackboards and erasers weekly.
- Spray for insect control as needed.
- Reorder required paper and plastic products for custodial use as needed.
- Maintain exterior lighting and schedule fire extinguisher, sprinkler, and elevator inspections.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Able to lift at least 50 pounds and carry for 25 feet.
- Able to climb and work from a 6-foot ladder.
- May require irregular evening and weekend hours.
- May be required to don personal protective equipment such as gloves to prevent exposure to blood and body fluids.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 09/20/95 Revised: 03/09/07

JD154