

CUSTODIAL WORKER, PALESTINE CAMPUS

GENERAL STATEMENT:

Assist with general maintenance of all buildings and custodial duties as required.

REPORTS TO:

Maintenance Supervisor, Palestine Campus

OCCUPATIONAL GROUP:

Service and Maintenance

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Three (3) years experience in custodial position with experience in general maintenance.

OTHER:

Able to lift 50 pounds and carry for a distance of 25 feet.

DUTIES AND RESPONSIBILITIES:

- Sweep and mop restrooms daily; clean and disinfect all commodes and urinals daily.
- Check all feminine napkins, towels, soap, and toilet tissue dispensers daily and refill as needed.
- Sweep steps and sidewalks immediately outside facilities daily.
- Clean countertops, tables, and desk tops weekly.
- Clean all blackboards weekly and dispense chalk in each room.
- Clean all glass doors and windows, etc., daily.
- Assist with cleaning of faculty lounge as well as stove and refrigerator.
- Clean all water fountains daily.
- Replace belts on vacuum cleaners and empty and replace vacuum bags as needed.
- Assist with vacuuming all carpeted areas as well as mopping non-carpeted areas.
- Responsible for inventory of new equipment. Assist supervisor in relaying information to necessary personnel.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Able to lift 50 pounds and carry for a distance of 25 feet.

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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: 02/08/95

Revised:

JD155