

FORT SCOTT COMMUNITY COLLEGE
Position Description MA010

NAME:

JOB TITLE: Custodian

DIVISION/DEPARTMENT: Facilities and Operations

RESPONSIBLE TO: Director of Facilities and Operations

MONTHS PER YEAR: 12

HOURS PER WEEK: 40

UPDATE: 8-24

CREDENTIALS:

- High School diploma or equivalent required
- Current driver's license and dependable transportation required
- Must provide a current Motor Vehicle Record and be authorized for operation of campus vehicles as outlined in FSCC's policy for college vehicle use
- Knowledge of materials, methods, and practices used in cleaning operations
- Knowledge of operation, use, and care of janitorial equipment
- Ability to make minor repairs and adjustments to building fixtures and equipment
- Ability to take direction and complete tasks independently with minimal supervision
- Ability to work effectively with FSCC employees, students, and community members
- Must be able to read and follow directions on cleaning and chemical labels
- Must have knowledge of and be able to implement procedures regarding Bloodborne Pathogens laws and regulations
- Flexibility of schedule required to meet the various needs of institutional and community events occurring outside the designated M-F, 3 pm – 12 am custodial schedule

JOB PURPOSE: Cleans and maintains buildings, following assigned schedule and sanitary standards as set forth by the department director; implements set up and take down for a wide variety of campus and community events; works closely with employees and the public to meet the custodial needs of the area; and resolves problems to ensure efficient and safe operations.

DUTIES AND RESPONSIBILITIES:

- Clean all rooms, floors, fixtures, windows, stairs, restrooms, and doors in designated area on a regular basis per the schedule set forth by the Director of Facilities and Operations
- Clean and disinfect all restrooms, including all walls and fixtures
- Empty trash receptacles and replace can liners
- Clean all tile floors using broom, mop, and buffing machine
- Clean and disinfect all drinking fountains on a daily basis
- Check and restock all toilet tissue, paper towel, and soap dispensers on a daily basis
- Clean entrance windows and entrance floor areas (inside and out) on a daily basis
- Vacuum all carpeted areas
- Shampoo carpet as needed
- Clean other exterior windows
- Paint classrooms, restrooms, and offices
- Dust fixtures (hallways, classrooms, etc.)
- Replace light bulbs in designated area when needed
- Assist with set up and take down of furniture and equipment for a wide variety of campus and community events
- Strip and wax hard floors using chemicals and electric powered floor stripping machine annually
- Assist in other areas when asked or in the absence of other custodial staff members

- Respond to emergency calls for custodial or maintenance assistance
- Assist in snow removal at the request of the Director of Facilities and Operations
- Other duties as assigned

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand for more than an hour at a time; walk distances of over 100 yards at a time throughout the campus; use hands to finger, handle, or feel; reach to the front, back, sides, and overhead with hands and arms; and communicate effectively with peers, students, and members of the public. The custodian is required to balance, bend, stoop, kneel, crouch, or crawl; must frequently lift and/or carry up to 50 pounds unassisted, and may occasionally be required to climb ladders or drive department vehicles. Specific vision abilities required by this job include close and distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in and around main campus buildings; requires mental and physical ability to take direction and complete assignments while working independently. Custodian must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust, and noise. Typical custodial schedule is Monday – Friday, 3:00 pm – 12:00 am; however, some custodial assignments may be completed at other hours with approval of the Director of Facilities and Operations. Some weekend work required. While performing the duties of this job, the employee is routinely exposed to inclement outside weather conditions.

Reviewed by Supervisor: _____
Signature

Date

All job descriptions are subject to revision based on changing needs of the college.