



Job Classification Description

CUSTODIAN/HOUSEKEEPER II

Grade 5

VSCSF Bargaining Unit

Non-Exempt

BASIC FUNCTION

Clean and perform routine housekeeping and maintenance of campus buildings, including residence halls, classrooms, and administrative offices; Serve as a resource for a small crew of custodial/housekeeping staff, and/or coordinate/carry out a specialized custodial/maintenance function.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Responsible for the cleaning and general upkeep of assigned college buildings such as residence halls, offices, classrooms, meeting rooms, kitchens, laundry rooms etc. Duties include cleaning floors and stairwells by vacuuming, sweeping, dust moping, washing, stripping, waxing and buffing etc. Wash and clean items such as windows, walls, chalkboards, trash cans, furniture, appliances etc. Dust furniture, fixtures, woodwork, blinds, drapes, etc. Clean, maintain and stock bathrooms including changing and cleaning shower curtains. Water plants, hangs pictures and performs other task related to the general appearance and upkeep of the building or area.
- Perform routine maintenance on plumbing, electrical, heating and ventilating systems. Examples include the cleaning and minor repairing of air vents and drains, plunging toilets, replacing light bulbs, etc.
- Empty trash/recycle receptacles, move trash and recyclables, pick up, distribute and store supplies, pick up litter in and around buildings, remove snow and salt around building entrances.
- Move furniture, appliances and other items such as tables, chairs, desk, beds, mattresses, dressers, stoves, refrigerators, and other items. May need to arrange furniture in residence halls, classrooms, offices, meeting rooms etc.
- Serve as a team leader and resource for a small crew of custodial/housekeeping staff: train new employees; issue daily work assignments; monitor work in progress and check completed work. Assist staff with problems or unusual situations; handle minor personnel problems; report significant personnel problems to Custodial/Housekeeping Supervisor.
- Coordinate and carry out a specialized custodial/maintenance function, such as refinishing floors and shampooing carpets, minor painting, as capable repair and maintain equipment such as vacuums and other equipment. Perform special swimming pool related maintenance tasks including vacuuming, cleaning pool and related areas, chemical regulation, backwashing and the like. Keep athletic areas and locker rooms clean. Do gym/sport equipment set-up and take-down.
- Contribute to a clean and safe work environment by using appropriate cleaning/safety procedures, equipment and supplies. Exposure to cleaning/workplace chemicals, body fluids

and other workplace hazards. Perform regular quality control inspections, perform preventive maintenance; reports facility problems and deficiencies.

- Perform related duties as assigned.

SUPERVISION RECEIVED

Direct supervision is received from the Custodial/Housekeeping Supervisor.

SUPERVISION EXERCISED

Partial functional supervision of several Custodian/Housekeepers.

MINIMUM QUALIFICATIONS

High school education desirable. One to two years of relevant commercial/institutional custodial experience.

- Physical ability to do heavy custodial work and to lift 50 pounds.
- Good basic supervisory skills.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.