

## Custodian

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**Department:** Physical Plant

**FLSA Status:** Non-Exempt

**Grade/Level:**

**Work Schedule:**

**Job Status:** Part Time

**Reports To:** Facilities Manager

**Amount of Travel Required:** Occasional

**Positions Supervised:** None

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Open and close buildings and classrooms as scheduled.
- Ensure the general security of the campus and buildings during scheduled hours.
- Ensure overall cleanliness of all campus facilities.
- Clean classrooms, special activity rooms, restrooms, hallways, and other areas as assigned.
- Shampoo carpets, strip and wax floors per maintenance schedule
- Empty all wastebaskets and remove from building to nearest dumpster.
- Stock all paper products in restrooms and common areas where needed as needed.
- Stock all soap dispensers where needed as needed.
- Assist as needed with painting, maintenance tasks, and furniture moving or assembly.
- Assist with season needs of the college. Assist with trash removal, grounds maintenance, snow removal, or other seasonal work as assigned.
- Report all maintenance and custodial activities to Physical Plant Director for proper record keeping and verification.
- Keep all custodial rooms and closets stocked, clean, and organized in compliance with State and OSHA regulations.
- Turn off lights in classrooms and activity rooms after instruction is completed and secure building at the end of your shift.
- Work schedule may change due to necessity, special events and/or weather.
- Perform other duties as assigned by the Facilities Manager, Vice President of Administrative Services & Finance, and the College President.

### POSITION QUALIFICATIONS

#### Competency Statement(s)

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time.

- Business Acumen - Understands basic business practices.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.

## **SKILLS & ABILITIES**

**Education** High School Diploma or appropriate work experience as defined below.

**Experience:** Demonstrated maintenance experience to include cleaning carpets and windows, sweeping floors, dusting furniture, cleaning windows, etc.

**Other Requirements**

**PHYSICAL:** Be able to withstand long periods of standing on floors, stairs, ladders and scaffolding. Be able to routinely lift heavy objects that may weigh up to 50 pounds. Possess personal skills that will ensure good public relations with the users of the College buildings.

**REVIEWED BY (SUPERVISOR SIGNATURE)** \_\_\_\_\_ **DATE** \_\_\_\_\_

**REVIEWED BY (EMPLOYEE SIGNATURE)** \_\_\_\_\_ **DATE** \_\_\_\_\_

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.