



JOB DESCRIPTION

TITLE: Night Custodian Full-Time

DEPT: Physical Plant-Maintenance

REPORTS TO: Night Custodial Supervisor

FLSA: Non-Exempt

SALARY: \$33,862 entry level

POSITION SUMMARY:

The custodian position is an important role for our team as they enhance the vision for the University. Custodians perform general, routine custodial duties, including but not limited to maintenance tasks in and around campus facilities and utilization of various hand and power tools which are required to complete tasks assigned. Custodians keep the building and grounds clean and neat, in a safe manner that meets Heritage University's standards. Additionally, the custodian will maintain constant communication with our Heritage University community to meet the needs of the campus.

DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former, and current students, clients, suppliers, and communities we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns, and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Cleans interior of building floors, walls, windows, furniture, rugs, and white boards.
5. Disinfects used items such as doors, doorknobs, and desks commonly used in indoor and outdoor areas.
6. Vacuums, sweeps, and mops floors daily.
7. Empties trash and recycle bins
8. Maintains windows and mirrors washed and clean.
9. Responds to campus emergency calls for services and support needs.
10. Serves as evening security.
11. Assists in performing various maintenance duties such as installing and repairing fixtures in restrooms, offices, labs, and classrooms.
12. Operates power equipment and hand tools, such as buffers, polisher, vacuum, broom, mop, and other hand tools required to complete tasks assigned.
13. Replaces light bulbs and light switches; replenishes tissue and restroom supplies; rewire lamps as necessary.

14. Locks and unlocks buildings; secures buildings when facilities are not in use, reports any unauthorized occupants.
15. Constructs simple items such as door stops and bookshelves; makes routine repairs to floors, walls, and ceilings.
16. Performs preventative maintenance in and around facilities.
17. Manually or with self-propelled equipment, removes snow or debris from sidewalks, stairs, driveways, and entry ways.
18. Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- A. One year of custodial experience. Custodial and building maintenance in a school setting preferred. Background in construction trades preferred.
- B. Safely dispose of hazardous materials
- C. Identify stains and use proper chemicals for their removal
- D. Operate manual and power equipment
- E. Work effectively in and around the public
- F. Perform physical labor
- G. Understand and carry out oral and written directions
- H. Maintain cooperative working relationships
- I. Demonstrate sensitivity and respect for a diverse population.
- J. Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing, or walking.
- K. Must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust and noise.
- L. Routinely required to work under inclement weather conditions.

Employee Review:

I have read the above and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet the University's needs. I have been given a copy of this description.

APPROVALS:

Incumbent's Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____