



DATE ISSUED: 04/15
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Custodian I

JOB SUMMARY

Performs manual work involving the cleaning and care of buildings and facilities. Responsibilities include the cleaning, sanitizing, and related custodial maintenance of apartments, lounges, offices, bathrooms, classrooms, and other areas, requiring continuous physical activity. Work is performed under supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Supervisor, Custodial Services

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Cleans, sweeps and mops floors, hallways, and stairways.
- Cleans and dusts furniture, windows, fixtures, and other features.
- Cleans and sanitizes restrooms and replenishes supplies.
- Measures and mixes cleaning solutions.
- Strips, waxes, and polishes floors.
- Moves and cleans under small furnishings.
- Operates vacuum cleaners and buffers.
- Empties trash containers, cleans trash rooms, and deposits trash for pick-up.

ADDITIONAL DUTIES

- Assists with unloading and distribution of supplies and materials.
- Monitors and requisitions supplies and materials.

- Reports needed repairs and property damage.
- Performs other duties as requested.

EDUCATION

Completion of the tenth grade preferred.

EXPERIENCE

Some related experience preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to understand and follow simple instructions.
- Ability to read simple product instructions.
- Ability to learn materials, methods, and equipment used in assigned work.
- Ability to operate equipment such as a hi-speed buffer, vacuum cleaner, shampoo machine and water vacuum.
- Ability to use a mop, broom, dust pan, mop bucket and wringer.
- Ability to regularly climb stairs and to occasionally climb a six foot ladder.
- Ability to make simple calculations and measurements when mixing solutions.
- Ability to effectively deal with students, staff, faculty, and visitors while performing duties.
- Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. May move heavy equipment and boxes.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Exposure to any number of elements but none present to the extent of being disagreeable. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, around mechanical, electrical, fume/odor, dust/mites, chemical and toxic waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.

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