

## Job Description

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|--------------------------------------|----------------------------------|
| Title: Custodian                     | Salary Band: A11                 |
| CBA Position: KCSS                   | Band Range: \$26,159-\$34,132    |
| Department: Campus Operations        | FY19 Budget:                     |
| Reporting Manager: Custodial Manager | Account Number:                  |
| Direct Reports: No                   | ICCB Class:                      |
| FLSA: Non-Exempt                     | KC Status (Class): Support Staff |
| Expected Hours of Work: 40           | POSD:                            |

### Job Summary:

Perform routine duties such as cleaning and sanitization of facilities to ensure a clean and safe work environment.

**Supervisory Responsibilities:** No

### Minimum Qualifications/Basic Job Requirements:

- High school diploma or equivalent
- Some experience in previous custodial positions is highly desirable.

### Illustrative Examples of Essential Functions:

- Clean and sanitize restrooms and water fountains; replace paper and soap supplies; removes trash.
- Dust surfaces in classrooms, offices; hallways, foyers, locker rooms, kitchens and cafeteria; clean areas around desktops and walls.
- Dry and wet mop floors; vacuums.
- Spot clean interior windows, glass and mirrors.
- Empty recycle bins; clean as needed.
- Strip and refinish floors.
- Clean chalkboards and whiteboards, trays and erasers.
- Verify exterior doors are locked.
- Set up tables and equipment for events or as requested.
- Review work orders to determine daily work assignments in coordination with direction from supervisor.
- Maintain health and safety procedures based on information and recommendations made by supervisor.
- Perform other duties of a similar nature as directed.

### (Core Competencies) Knowledge, Skills, and Abilities:

- Understand and perform minor preventative maintenance actions.
- Understanding of basic cleaning equipment and processes.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.
- Demonstrate clear and effective written and verbal communication skills

- Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to use practical application of fractions, percentages, ratio and proportion measurement.
- Provide strong and clear communication, customer service, and inter-personal skills
- Ability to work independently
- Able to cooperatively work with diverse groups of students and staff

**Workload Summary:**

*(Special physical requirements necessary for performance of the job)*

- Work is normally performed in an indoor setting; however this position requires reaching, standing, walking, repetitive motions for the appropriate maintenance of the grounds.
- Some work is to be performed outside. Noise levels can be loud. Shop conditions may expose position to fumes, noxious odors, gases and toxic or caustic chemicals.
- This position requires activity that may require incumbent to lift 50lbs on occasion; 20lbs frequently, and 10lbs consistently.

**Disclaimer:**

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

09.2018