Custodian

JOB PURPOSE:

Keeps buildings and facilities in clean and orderly condition. Performs heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing refuse. Performs routine light maintenance activities, notifies management of need for repairs.

*Some positions perform comparable work in a food service facility.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Cleans building floors, ramps, and stairs by sweeping, wet mopping/dust mopping, scrubbing, or vacuuming them. Services, cleans, and supplies restrooms. Collects recyclables; gathers and empties trash. Cleans and polishes furniture and fixtures. Moves and relocates furniture. Replaces light bulbs. Cleans windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees. Dusts furniture, walls, machines, and equipment.

Mixes water and detergents or acids in containers to prepare cleaning solutions, according to specifications. Steam-cleans or shampoo carpets. Strips, seals, finish, and polish floors. Cleans, replaces, and hang blinds, drapes, and entrance mats. Collects and delivers clean/soiled linens. Removes linens and makes beds; may conduct full range of housekeeping duties. Clears sidewalks, drives, and adjacent areas. Shovels snow. Keeps custodial supply closet orderly and stocked with adequate chemicals, equipment, and toiletries.

Locks, unlocks, and secures buildings. Maintains awareness of buildings and facilities, reports abnormalities or security concerns. Identifies and reports needed building repairs. Cleans and washes various food preparation and kitchen equipment such as pots, pans, grills, fryers, grease pits, etc. (for positions in food service or dining facility).

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of cleaning procedures and equipment and have ability to operate and use standard cleaning equipment and materials. Some knowledge of standard kitchen practices and sanitation methods (for positions in food service facility).

Ability to follow safe work practices in biohazard and/or hazardous waste clean-up (i.e. blood borne pathogens; toxic, reactive, explosive and ignitable laboratory wastes, corrosive wastes from cleaning operations; other miscellaneous wastes from across campus). May involve training and tests in hazardous waste management.

Ability to interact and communicate with a wide variety of people.

Ability to perform work that requires medium to heavy physical effort.

Ability to understand and follow oral and written instructions.
Ability to work in team environment and perform work in a safe and efficient manner.

Ability to use a computer.

Ability to work in safe and efficient manner.

MINIMUM REQUIREMENTS:

Education: General knowledge at the high school level.

Experience: Previous custodial experience helpful but not required.

Certifications/Licenses: Some positions in a food service facility may be required to attend food safety training and obtain certification.

PHYSICAL REQUIREMENTS:

Sitting, standing, walking, driving, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs multiple times per shift, fingerling, talking, hearing, and seeing.

WORKING CONDITIONS:

Spends most time indoors, possible exposure to extreme hot or cold for one hour plus. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.