

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Maintenance III/Custodian**

Data Year: 2017

Prepared On: 11/14/2017

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Department:	Facilities	Grade:	5
Reports To:	Director	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	R. Scheib	Effective Date:	07/01/2007
		Revised Date:	01/16/2014

**Role:**

The custodian is responsible for performing custodial duties, minor maintenance, and other miscellaneous duties in order to ensure that buildings and facilities are maintained in a healthy, safe, and sanitary manner.

**Essential Functions & Responsibilities:**

- E 0% 1. Clean and care for buildings and facilities in order to ensure they re maintained in a safe and healthy manner.  
Main activities (list is not all inclusive)  
a. Clean offices, meeting rooms, and recreational facilities  
b. Mop tile and concrete floor surfaces  
c. Vacuum all carpeted areas  
d. Dust all furniture and fixtures as required  
e. Wash and disinfect all washrooms floors, toilets, toilet seats, towel dispensers, and fixtures  
f. Clean all mirrors  
g. Replenish toilet tissue and soap as needed  
h. Empty all waste baskets and garbage cans  
i. Place garbage in outside storage bin  
j. Clean entrance and exit including glass, doors, and hardware  
k. Keep outside area near exit and entrance clear of snow, cans, paper, etc.  
l. Clean, wash, and disinfect drinking fountains  
m. Wash all finger marks from walls, doors, hardware, and glass  
n. Perform and/or report minor maintenance repairs  
o. Clean sinks and counters  
p. Report damages and acts of vandalism  
q. Wash and buff floors with floor polisher  
r. Wash entrance and exit floors  
s. Spot clean walls and toilet partitions
- N 0% 2. Maintain storage areas and cleaning equipment, materials, and supplies in a safe and orderly manner in order to ensure the safety of staff and the public.  
Main Activities (list is not inclusive):  
a. Secure storage areas  
b. Ensure cleaning materials and supplies are stored in a safe and orderly manner  
c. Maintain an adequate supply of cleaning materials and supplies  
d. Restock materials and supplies  
e. Make note of the need for equipment repairs
- N 0% 3. Perform other duties and assists others in the department as assigned.

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**Performance Measurements:**

1. Facility Care: to perform his or her work in the assigned building.
2. Work Performance: to perform all work assignments in conformity with the expectations of the supervisor, administrator, and college board and adhere to the employee handbook, college policies and job description.
3. Communication: to effectively communication with staff, administrators, supervisors, vendors and students appropriately.
4. Professionalism: to display and promote by positive attitudes and actions the basic values of the culture related to honesty, respect, courtesy, morality, accountability and responsibility.
5. Work Management: to perform his or her work in an efficient and timely manner while maintaining a high standard of quality.
6. Workplace Environment: to contribute to a positive workplace environment.
7. Work Assignment: to work a minimum of 40 hours per week as assigned by supervisor.

**Knowledge and Skills:**

Experience	Up to six months of similar or related experience.
Education	A high school education or GED.
Interpersonal Skills	Work normally involves contacts with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (students, visitors or vendors) requiring ordinary courtesy in providing assistance and information.

Other Skills	<p>Knowledge</p> <p>Must have proficient knowledge in the following areas:</p> <ol style="list-style-type: none"><li>a. knowledge of standard cleaning procedures, chemicals, products, and equipment</li><li>b. knowledge of Workplace Hazardous Materials Information System</li><li>c. ability to read and understand labels and instructions, particularly on the use and application of clearing chemicals and products</li><li>d. ability to work under little supervision</li></ol>
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Position would normally attain the required knowledge and skills through related experience and completion of a Workplace Hazardous Materials Information Systems course. Equivalences will be considered.

Skills

Must demonstrate the following skills:

- a. team building
- b. decision making skills
- c. problem solving skills
- d. effective verbal and listening communications skills

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- e. time management skills
- f. ability to work with little or no supervision

**Personal Attributes**

Must maintain strict confidentiality in performing duties and must demonstrate the following personal attributes:

- a. be honest and trustworthy
- b. be respectful
- c. possess cultural awareness and sensitivity
- d. be flexible
- e. demonstrate sound work ethics

**Physical Requirements**

Position is physically demanding. Individual will spend entire time at work standing, walking, lifting, operating medium weight cleaning equipment such as buffers, sweeping and mopping floors and moving desks and furniture. Individual will also do a great deal of stretching and bending, often in awkward positions. The occasional operation of floor polishers and waxers are particularly hard on back muscles.

Physical requirements are based on an 8-hour work day and may vary slightly, involves:  
Sitting for a period of 1/2 hour at one time with a total of 1 hour  
Standing for a period of 2 hours at one time with a total of 5 hours  
Walking for a period of 1/2 hour at one time with a total of 2 hours  
Lifting and carrying up to 11-50 lbs occasionally (1-33%)  
Repetitive Action: use of right and left hand for simple grasping and pulling and pushing  
Using both right and left feet for repetitive movements as in operational functions.  
Bending, squatting, crawling, climbing, and reaching above shoulder level occasionally (1-33%)  
Individual will have contact with moving machinery, exposure to marked changes in temperature, and exposure to dust, fumes, and gases.

**Work Environment** Individual works on a daily basis with dangerous and toxic cleaning products that can be very harmful to one's health if not properly utilized the cleaners can cause injury, sickness, and/or skin irritations and rashes. In some cases these products give off unpleasant odors. Individual also regularly has to clean up blood, saliva, and other bodily fluids that are unpleasant to deal with. The condition of washrooms is often unpleasant.

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature