

**Part-Time
Job Description
WESTERN OKLAHOMA STATE COLLEGE**

Job Title: Custodian – Part Time

Qualifications

Education: 10th grade education or equivalent experience is required in lieu of high school training. High school diploma preferred

Credentials: Valid drivers license with acceptable driving record;

Preferred Special Knowledge, Skill, or Ability:

Reading and Interpreting: Reads and interprets routine written or printed materials such as labels on chemicals (mix chemicals), basic charts, diagrams, or instruction material for equipment.

Tools and Equipment Usage: Uses tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on the job exposure or training. The most difficult equipment/operation includes the buffer/scrubber and rug shampooer.

Knowledge and ability to operate and maintain custodial equipment such as floor machines, wet/dry vacuum cleaners, etc. Knowledge of application of waxes, seals, cleaners, disinfectants, etc.

Knowledge of the care and cleaning of asphalt tile, ceramic tile, vinyl tile, rubber tile, terrazzo, concrete, marble, wood floors, various metals, carpets and other surfaces in a building.

Training or Experience Required: Between six months to 12 months of related work experience.

Reports to: Director of Physical Plant

Performance Expectations: Follows health and safety policies and regulations and works safely. Adheres to departmental rules concerning dress, attendance, leave usage, etc. Uses initiative to perform work and to solve problems. Cooperates with and assists other employees/work units. Demonstrates a positive attitude towards students, staff, and the public.

Job Goal (Purpose of Position): Performs semi-skilled to skilled level custodial duties under general supervision to maintain the campus premises to provide students, faculty and staff with a safe, attractive, comfortable and clean place to work, learn, play and develop.

Contact with Others: An incumbent in this position has public contact with members of own staff, faculty and students. Interpersonal interaction or communication is required.

Essential Job Functions/Performance Responsibilities:

1. Keeps buildings and premises neat and clean at all times. Empties trash cans in all rooms and offices daily. Picks up litter as needed. Cleans corridors/hallways and walks as needed. Cleans up after special events.

2. Cleans and disinfects restrooms daily or more often when needed. Replenishes restrooms with paper and other supplies as needed. Cleans and polishes water fountains and chrome fixtures.
3. Maintains floors in a clean and attractive condition which includes sweeping and mopping.
4. Vacuums/sweeps classrooms, gyms, and other locations daily. Shampoos carpets as needed. Dusts furniture, baseboards, bookshelves, etc. Cleans walls. Treats woodwork with polish.
5. Makes minor repairs/service to building and equipment and reports major repairs to Director/Building Maintenance Technician. Such repairs includes but not limited to: replacing ceiling tiles, repairing floor tile, installing chalkboards, pencil sharpeners, toilet paper holders, paper towel cabinets, etc.
6. Sets up auditorium, Student Center and other areas that may be requested for special functions. Primary duty for some custodians and secondary for others.
7. Moves furniture or equipment within buildings as required.
8. Washes windows both inside and outside when needed.
9. Replaces light bulbs, cleans up graffiti, etc.
10. Secures electrical systems when inclement weather is forecasted. Monitors inclement weather as needed.
11. Keeps walks cleared of snow and ice.
12. Assists faculty with setting up classes.
13. Performs related custodial duties as assigned.

Part A, Hall of Fame & LRTC and Fishbowl:

1. Empty trash cans everyday
2. Keep the inside and outside of trashcans clean and dry everyday.
3. Move and clean the wall and floor behind trashcan everyday.
4. Line up desks, tables & chairs in all classrooms everyday.
5. Clean chalkboards and whiteboards and replace chalk, clean pencil sharpeners everyday.
6. Dust mop all floors daily.
7. Spot vacuum all carpeted rooms and offices as needed daily.
8. Vacuum all carpeted rooms and offices Tuesday and Thursday

9. Clean all windows and doors (M, W, F) or as needed – Front Doors and Hall of Fame
10. Mop all rooms (T and Th); spot map (as needed).
11. Clean and mop restrooms daily.
12. Change bags in sanitary cans daily.
13. Keep all paper and hand soap filled in restrooms daily.
14. Dust all computers, doors, walls, wall hangings, bookcases, etc. (T and Th.)
15. Clean cobwebs everywhere (T and Th.)
16. Clean teacher's desks daily.
17. Wash and clean all desks and tables (T and Th.).
18. Dust in all offices (T and Th.).
19. Check light fixtures for bugs (bi-weekly).
20. Clean water fountains daily.
21. Carry out all empty boxes in your area as needed.
22. Clean candy and soda machines in your area daily.
23. Clean any spots or marks on walls as needed.
24. Report any maintenance to be done on a work order sheet and put in the director's mailbox.
25. Clean conference room in IT Fishbowl daily.
26. Performs all other duties as assigned.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions: In a work day, the employee must stand/walk approximately 7-8 hours per day. Employee's job requires frequent bending/stooping, squatting/crouching and pushing/pulling; occasional reaching above shoulders; requires climbing step ladder to change light bulbs. On occasion may work from top of 20-foot ladder and climb to top of roof.

Employee's job requires occasional carrying/lifting from 50-75 pounds to empty trash cans, removing old books, lifting furniture to clean, strip floors, etc; Occasionally may lift weight over 75 pounds following proper lifting techniques. Job requires employee to use both feet for repetitive movements as in operating foot controls on buffers. Job requires employee to use both hands for such repetitive actions requiring simple/firm grasping and/or fine manipulation.

Employee must possess manual dexterity/visual ability to operate motorized equipment, to see area to be cleaned, waxed, etc. Employee must possess hearing/speaking ability to communicate with fellow workers, students and the public.

Employee must have mental requirement to understand and follow instructions and avoid safety problems.

Employee's job requires some working in the outdoors with temperature changes; operating motorized equipment and exposure to toxic chemicals, dust, fumes, and gases, etc.

SALARY RANGE:

EVALUATION: Performance of this job will be evaluated in accordance with Board policy.

APPROVED:

Updated: 8/20/09