# Approved FCC Job Description

<table>
<thead>
<tr>
<th>Custodian</th>
<th>7/01/08, revised 11/18/08, revised 7/01/10</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>HR will complete this part</td>
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<td></td>
<td>Eligible for Overtime: Yes</td>
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<td>Salary Plan and Grade:</td>
<td>3</td>
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## General Description of the Job
Perform housekeeping duties in accordance with established standards and instruction.

## Essential Functions
The following are the functions essential to performing this job.

1. Performs housekeeping duties to include but not limited to, sweeping, mopping, scrubbing, stripping, waxing floors, vacuuming rugs/carpets, clean and dust furniture, clean and service lavatories, toilet rooms, restrooms and food service/dining areas, washing windows, window sills and frames, etc.
2. Washes and/or cleans interior wall spaces by hand or with powered wall washing machines, working on ladders and scaffolding, as required.
3. Operates all related custodial equipment, to include but not limited to upright vacuum cleaners, backpack vacuum cleaners, electric buffers, carpet extractors, etc.
4. Removes snow and/or ice from steps, sidewalks, parking areas, etc using shovels, snow blowers, tractors and other snow removal equipment.
5. Maintains and ensures proper use of supplies, equipment and chemicals.
6. Removes trash from buildings.
7. Classified as essential personnel. Reports to work even during adverse conditions.
8. Provides custodial coverage for weekend events as scheduled.

## Other Functions
Individuals in this job may be assigned one or more of the following tasks on a rotating or as-needed basis.

1. Perform inspections and light maintenance as directed.
2. Assist in set-ups, loading and unloading of equipment and supplies.
3. Move heavy furniture, supplies and miscellaneous equipment, as directed.
4. Perform other duties as assigned.

## Required Knowledge, Skills, and Abilities
The individual in this job must possess these skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Demonstrated proficient use of all equipment needed for general custodial services.
2. Demonstrated knowledge of the proper use and control of chemicals.
3. Demonstrated ability to learn and follow written and oral instructions.
4. Ability to lift, move, carry objects weighting up to 50 pounds.
5. Ability to stoop, stretch, bend for prolonged periods of time.
6. Ability to use varying styles, approaches, skills and techniques that reflect an understanding and acceptance of the role of culture in a diverse, multi-cultural workplace.

## Qualification Standards
1. Education: High school diploma or equivalent preferred but not required.
2. Successful experience: Two years commercial housekeeping experience required.

## Performance Standards
The criteria for evaluation in this position include, but are not limited to, the following:

1. Buildings ready for classes, staff and events.
2. No trash or litter accumulation in buildings.
4. Prompt report of: unsafe conditions; necessary building and/or equipment repairs; and unusual or unsafe behavior.

*Note: The college reserves the right to change or reassign job duties, or combine positions at any time.*