Title: Student Custodian  
Department: Facilities Management  
Reports to: Assistant Custodial Supervisor & Custodial Services Supervisor  
Appointment: Semester  
Remuneration: Hourly Wage: $7.50 per hour

Position Summary
The Facilities Management Student Custodian position is an undergraduate student employee working in the academic buildings of campus to assist permanent staff in providing basic custodial duties.

This work schedule for this position varies. Some shifts are early mornings including 6:15 to 7:45 am, 6:15 to 8:30 am, or 6:15 to 8:45 am, and evenings 7:30 to 10:00 pm. The applicant’s preference is taken into consideration when schedules are being finalized.

Responsibilities
A. Maintain classrooms and labs through cleaning floors, blackboards, erasers; replacing chalk; straightening furniture; removing trash; cleaning wastebaskets, furniture, glass, doors, walls, and other surfaces.
B. Maintain restrooms, shower rooms, and locker rooms through cleaning and disinfecting floors, sinks, toilets, and urinals; replenishing products; removing trash; cleaning and disinfecting wastebaskets, walls, doors, partitions, and other surfaces.
C. Maintain hallways, stairwells, and entries through cleaning of floors; cleaning and disinfecting fountains; cleaning walls, handrails, doors, glass, and other surfaces; machine buffing as necessary.
D. Maintain offices and lounges through cleaning of floors; straightening furniture; removing trash; cleaning wastebaskets, furniture, glass, doors, walls, and other surfaces.
E. Maintain special use areas (auditoriums, gymnasiums, observatories, theatres, etc.) through cleaning floors, fixtures, furniture; removing trash; cleaning wastebaskets, glass, doors, walls, and other surfaces.
F. Perform major periodic cleaning projects such as window and wall


washing; floor scrubbing, stripping, buffing and waxing; carpet extraction, pressure spraying, etc., as directed.

G. Perform minor repairs and routine maintenance of custodial equipment including replacement of vacuum brushes and belts, cleaning of filters, etc.

H. Perform minor building and furniture repair including replacement of light bulbs and chair tips, tightening of fasteners, etc.

I. Maintain outside entry areas through the removal of snow, litter, leaves, etc.

J. Remove recyclables from and maintain recycling containers in common areas.

K. Perform set-ups, furniture moves, etc.

L. Attend meetings, seminars, safety training, etc.

M. Perform other custodial or maintenance duties, as assigned.

Qualifications and Conditions of Employment
A. Must be enrolled as a full-time student during the period of employment.
B. Minimum cumulative grade point average of 2.25 or higher before and during employment.
C. Must possess the physical strength and stamina to perform required work including being able to bend, stoop, kneel, move furniture, and work on one’s feet for long periods of time including frequent lifting of up to 50 pounds or more.
D. Must attend bi-weekly custodial staff meetings.

Knowledge, Skills, and Abilities
A. Communicate effectively with supervisor, co-workers, contractors, and customers.
B. Exercise good judgment at all times.
C. Organize work tasks logically and efficiently.
D. Recognize safety concerns and adhere to safety procedures.
E. Recognize and communicate building problems and concerns.
F. Use or learn to use various custodial equipment.
G. Use or learn to use cleaning and miscellaneous chemicals.
H. Read labels and follow instructions.
I. Work independently or as part of a group.