Saint Michael’s College
Job Description

Job Title: Custodian

Department: Facilities, Custodial Services

Supervisor or Manager: Associate Director of Custodial and/or Custodial Supervisor

Date Created: 12/12/2005  Last Revised: 06/30/2022

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
• All areas of responsibility in the Custodial department are maintained to a level that provides a clean and safe environment for the Saint Michael's College community

Essential Duties and Responsibilities:
• Cleans, dusts, and shampoos furniture, dusts/washes walls, fixtures, and horizontal surfaces
• Keeps floors clean; vacuums carpeted areas, sweeps, dust mops, washes, strips, waxes, and polishes non-carpeted areas using heavy (industrial type) buffers and floor machines
• Shampoos rugs as needed using carpet extraction, dry chemical, and bonneting method
• Empties trash receptacles and replaces liners in wastebaskets, trash containers, and recycling containers inside and outside the buildings
• Cleans and services restrooms, shower, and locker rooms
• Washes windows, windowsills, blinds, and window ledges
• Keeps doors and windows in all entrances clean and free of obstacles
• Maintains entrances in all buildings up to 10 feet from building entrance, removes snow and ice (seasonal)
• Orders supplies for areas of responsibility and may deliver supplies to appropriate locations
• Assists with special event coverage that occurs during regular shift(s) and sometimes after hours/overtime
• Maintains all equipment that is used and reports the need for equipment repair
• Changes clocks twice a year for Daylight Savings, rearranges furniture as needed
• Cleans up Blood Borne Pathogens in accordance with VOSHA compliance
• Adheres to all VOSHA rules and regulations
• Drives the custodial van as requested
• Reports the evidence of fire or illegal entry
• Reports maintenance issues to supervisors and/or appropriate facilities team member
• May need to fix and repair small items/equipment
• May use a lift to perform specific tasks
• Commits to learning and developing inclusive language
• Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences

Positions Supervised:
• None

Major Contacts:
• Shift Supervisor
• Public Safety to include officers and switchboard
• Student Life
• Students
• Campus visitors

**Demonstrates Excellence:**
• Consistently meets standard of cleanliness which is determined acceptable by Quality Assurance inspections
• Engages with all members of the college community with sensitivity and inclusivity
• Exhibits a willingness to learn and flexibility to respond to changes in routine (especially on weekends)
• Works well with and around other people, as well as independently
• Is respectful, courteous and maintains good relations with community, especially students
• Takes pride in work, has commendable work ethics with good attention to detail, and completes assigned tasks in a timely manner
• Cleans thoroughly with appropriate knowledge of equipment and how to use it properly
• Follows directions carefully by the Associate Director of Custodial and Custodial Supervisor

**Education and Work Experience:**
• Has working experience and any level of education
• Basic understanding of custodial work, cleaning equipment, floor care, and cleaning experience is helpful
• Knowledge of and/or previous training in VOSHA regulations is ideal

**Language and Literacy Skills:**
• Reads and/or understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction, and plan work. Little or no writing is required for position

**Licenses, Certifications and Other Requirements:**
• Valid driver’s license preferred
• Must meet driver’s eligibility requirements as stated in the Saint Michael's College Vehicle Use Policy

**Physical Demands:**
Work is often performed in a typical non-office environment requiring:
• Standing and/or walking for extended periods of time
• Reaching by extending hand(s) or arm(s) in any direction
• Basic agility for lifting and maneuvering large amounts of weight
• Vision sufficient to see objects within normal parameters, peripherally, and at a distance
• A great deal of physical effort, often required to balance, stoop, kneel, crouch, or crawl
• Some degree of exposure to physical risk

While performing the duties of Custodian, the employee may be required to lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**
• Flexibility within the eight-hour shift to adjust schedule as needed, to be on call on a volunteer basis, and to work irregular days and/or hours from the designated shift
• Ability to respond to emergencies such as Blood Borne Pathogen spills and floods
• Good time management skills, organizational skills and ability to work independently
• Availability to participate in training specific to the Custodial department (Custodial Manual, PPE, BBP, MSDS, Body Mechanics, Chemicals, VOSHA)
• May be asked to climb a ladder up to 10 feet, handle unpleasant exposures stemming from a residential college community, work outside and in areas that are not air-conditioned
• After initial training of new hires by the Associate Director of Custodial and the Custodial Supervisor, a new employee in this position may be teamed up with a seasoned employee for further training
• Must be able to follow instructions

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.