

**Saint Michael's College  
Job Description**

**Job Title:** Custodian

**Department:** Facilities – Custodial Services

**Supervisor:** Custodial Supervisor

**Date Created:** 12/12/2005

**Last Revised:** 01/04/2024

***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:**

- Ensure all campus buildings are maintained to a level that provides a clean and safe environment for the campus community

**Essential Duties and Responsibilities:**

- Responsible for all around general cleaning of various surfaces to include walls, floors, furniture (hard & soft), kitchens cabinets and appliances, windows, light fixtures, etc.
- Responsible for cleaning/maintaining/servicing restrooms, shower rooms and locker rooms
- Responsible for all floor cleaning/maintaining of different surfaces using different methods and equipment
  - Methods include sweeping, vacuuming, mopping, striping, waxing, shampooing and extracting
  - Equipment includes light-duty general use as well as heavy-duty floor machines
- Responsible for emptying and disposing of interior trash, recycle and compost containers
- Responsible for cleanup of blood borne pathogens in accordance with SMC safety training guidelines
- Responsible for clearing/maintaining all building entrances up to 10 feet from building to include leaf, snow and ice removal
- Rearrange furniture/equipment as needed to perform tasks
- Reports custodial inventory/supply needs to the supervisor/crew leader. May assist with deliver to the appropriate locations
- Reports general maintenance issues to supervisor/crew leader
- Assists with special event coverage that occurs during regular shift and sometimes after hours
- 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

**Secondary Responsibilities:**

- Assists with the maintenance/repair of custodial equipment
- If eligible, drive the custodial van as requested

**Positions Supervised:**

- None

**Major Contacts:**

- All members of the Facilities Department
- Other members of the college community, including Edmundites, faculty, staff and students
- Public Safety to include officers and switchboard
- Campus visitors
- Contractors and vendors

**Demonstrates Excellence:**

- Consistently meets standard of cleanliness which is determined acceptable by quality assurance inspections

- Continues growth in position by mastering new job tasks as assigned
- Exhibits ease with and ability to work with a diverse community
- Displays flexibility with work load and schedules

**Education and Work Experience:**

- Working experience with any level of education
- Basic understanding of custodial work, cleaning equipment, floor care, and cleaning experience desired

**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

**Computer/Technology Skills:**

- Basic computer skills or a willingness to learn basic computer skills

**Licenses, Certifications and Other Requirements:**

- Valid driver's license desired but not required. To be an eligible driver, the candidate must meet the 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:**

- Willingness 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 water damage cleanup and student related cleanup
- Good time management skills, organizational skills and ability to work independently and in a team
- Attend required annual OSHA training specific to the department
- 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 by a supervisor/crew leader, a new employee in this position may be teamed up with a seasoned co-worker for further training

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.