UNIVERSITY OF SOUTHERN CALIFORNIA

Custodian III (Union Only)

Job Code: 143315

Grade: 03
OT Eligible: Yes
Comp Approval: 4/7/2004

JOB SUMMARY:
Performs standard custodial procedures and repair functions in department through the work order system. May assist in training of new and temporary staff in the proper use of cleaning equipment.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

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Performs standard custodial procedures. Ensures that custodial standards are met. Maintains cleanliness of assigned facilities.

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Provides customer service to faculty, staff, students, and guests. Meets customer needs, offers options, resolves problems, and follows up with customers. Maintains friendly, helpful demeanor.

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Performs basic plumbing, carpentry, electrical, and painting maintenance and repair procedures.

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Assists supervisor in prioritizing work orders.

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Assists in the training of new custodians and temporary staff in the proper use of cleaning equipment.

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Maintains perpetual inventories of custodial and maintenance supplies by direction of the supervisor.

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Identifies and communicates emergency situations to the manager.

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Maintains safe and secure areas and reports unsafe conditions to manager.

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Complies with all university policies and procedures and with all applicable local, state, and federal laws and regulations.

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Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: □ No  □ Yes

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
**JOB QUALIFICATIONS:**

**Minimum Education:**
- Less Than High School

**Minimum Experience:**
- 2 Years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Thorough knowledge of custodial trade. Knowledge of all cleaning standards and methods, materials, and equipment. Knowledge of and compliance with the operation of all mechanical cleaning equipment. Knowledge of and compliance with basic plumbing, electrical, carpentry, and painting work. Proven customer service experience. Ability to speak and write in English. Valid driver's license may be required. Ability to lift a minimum of 30 lbs.

**Preferred Education:**
- High School or equivalent

**Skills:** Other:
- Communication -- written and oral skills

**Skills:** Specialized Equipment:
- Shampoo machine
- Vacuum cleaner
- Wax/Buffing/Stripper machine

**Skills:** Trade/Auxiliary:
- Maintain records, logs, etc.
- Maintain stock
- Perform general maintenance repair work for equipment and/or facilities
- Understand and apply policies and procedures

**Supervises:** Level:
- May oversee student, temporary and/or casual workers.

**Comments:**
- Must be able to stand for long periods of time. Must be able to work flexible schedule (days, evenings, weekends and holidays). May be required to respond to after-hours emergency situations.

**SIGNATURES:**

Employee: _____________________________________  Date:_____________________________

Supervisor: ____________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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