UNIVERSITY OF SOUTHERN CALIFORNIA
Custodian III (Union Only)
Job Code: 143315

OT Eligible: Yes
Comp Approval: 5/27/2015

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

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

________ ________ 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.

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

________ ________ Assists supervisor in prioritizing work orders.

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

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

________ ________ Identifies and communicates emergency situations to the manager.

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

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

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. Ability to lift a minimum of 30 lbs.

Preferred Education:

High school or equivalent

Skills: Other:

Communication -- written and oral skills
Teaching/training

Skills: Specialized Equipment:

Shampoo machine
Vacuum cleaner
Wax/buffing/stripper machine

Skills: Trade/Auxiliary:

Basic cleaning
Clean and stock restroom
Clean carpets
Customer service
Dust and clean various surfaces
Handle and move objects
Maintain inventories
Maintain records, logs, etc.
Maintain stock
Perform general maintenance repair work for equipment and/or facilities
Sweep floors
Understand and apply policies and procedures
Use and or operate various stationary machinery, vacuum cleaners, shampooers, and waxing machines
Use and/or operate various stationary machinery, hand held power tools, and/or non power tools
Wax floors

Supervises: Level:

May oversee student, temporary and/or resource 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. Valid current California driver's license required.

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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