UNIVERSITY OF SOUTHERN CALIFORNIA
Temporary Maintenance Helper (Union Only)
Job Code: 143319

Grade: 00
OT Eligible: Yes
Comp Approval: 2/23/2015

JOB SUMMARY:
Performs temporary standard custodial procedures as required in assigned housing location.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Performs temporary standard custodial procedures in assigned housing location such as cleaning restrooms, windows inside and outside, blinds, floors, bedrooms, living rooms, furniture, walls, patios/balconies, and kitchens including appliances.

Performs temporary custodial procedures in public areas including lobbies, hallways, laundry rooms, fitness centers, studies, lounges, stairwells, elevators, patios/sundecks, furniture, public kitchens and appliances, trash areas, sidewalks and building entrances/exits.

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

Performs basic maintenance and repair procedures.

Moves furniture to accommodate installation of new furniture or reupholstered furniture.

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 REPSONSE/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
Combined experience/education as substitute for minimum education
Minimum Experience:
1 year

Minimum Field of Expertise:
Knowledge of all cleaning standards and methods, materials and equipment including all cleaning chemicals utilized by USC Housing. Ability to comply with the safe and proper operation of all mechanical cleaning equipment as instructed by Environmental Health and Safety Office and area Building Service Manager. Ability to lift a minimum of 25 lbs.

Preferred Education:
High school or equivalent

Skills: Specialized Equipment:
- Carpet Extractors
- Dusters
- Handheld power tools and non-power tools
- Ladders
- Mops
- Shampoo machine
- Vacuum cleaner
- Wax/buffing/stripper machine

Skills: Trade/Auxiliary:
- Basic cleaning
- Basic custodial equipment maintenance
- Clean and prepare rooms
- Clean and stock restroom
- Clean carpets
- Clean elevators and stairwells
- Clean kitchen equipment and appliances
- Communicate with others to gather information
- Dust and clean various surfaces
- Handle and move objects
- Move furniture
- Perform general maintenance repair work for equipment and/or facilities
- Sweep floors
- Understand and apply policies and procedures
- Wax floors

Supervises: Level:
May oversee student, temporary and/or resource workers.

Comments:
Must be able to stand for long periods of time. Work requires climbing stairs, ladders or stepstools. Work requires significant periods of walking. Work requires repetitive motion with hands, wrists and arms.

SIGNATURES:
Employee: ___________________________ 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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