UNIVERSITY OF SOUTHERN CALIFORNIA

Custodian Entry

Job Code: 180343

Grade: T5
OT Eligible: Yes
Comp Approval: 8/9/2006

JOB SUMMARY:
Performs standard custodial procedures as required. Determines need to repair and/or replace equipment and supplies. Participates in the Custodial Pay for Knowledge and Skills Program including on-the-job training. Performs all appropriate level tasks and demonstrates proficiency as outlined in the Custodial Pay for Skills section, independently or as part of a team, as assigned by the supervisor. Trains custodians and other employees on specific skills and tasks as required.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Cleans and services restrooms.
Performs general cleaning and related housekeeping service functions.
Ensures that custodial standards are met.
Maintains safe and secure areas.
Maintains cleaning closets and orders supplies as needed.
Reports maintenance problems to supervisor.
Reports malfunctioning equipment to supervisor.
Assists in the pick-up and delivery of campus supplies, equipment and furniture.
Performs floor care duties as needed.
Trains other custodians, or other employees on specific skills and tasks as required.
Replaces light bulbs.

*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:
0 - 6 Months

Minimum Field of Expertise:
0-6 months of custodial experience. Basic knowledge of general cleaning. Minimal familiarity with cleaning supplies and equipment. Familiar with standard safety practices and equipment and other requirements for workplace safety. Ability to work independently. Ability to speak and understand English.

Preferred Experience:
1 Year

Preferred Field of Expertise:
1 year recent custodial experience.

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

Skills: Trade/Auxiliary:
Basic cleaning
Basic custodial equipment maintenance
Communicate with others to gather information
Use and or operate various stationary machinery, vacuum cleaners, shampooers, and waxing machines

Supervises: Level:
Trains employees on specific skills and tasks as required.

Supervises: Nature of Work:
Service/Maintenance

Comments:
Will be introduced to the Pay for Knowledge Skills Program and work on Level I, Blocks A, B & C

Pay for Skills:
Perform basic care and use of custodial cleaning equipment
Stocking, maintaining and cleaning the custodial closet
Handling cleaning chemicals properly
Perform safety techniques on the job
Perform basic techniques for floor care
Perform basic restroom maintaining and cleaning
Glass cleaning
Trash container maintenance
Basic waste handling
Wall spot cleaning and high dusting
Changing light bulbs
Basic cleaning of medical research labs

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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