UNIVERSITY OF SOUTHERN CALIFORNIA

Custodian Level 1

Job Code: 180347

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.

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:
- 6 - 12 Months

Minimum Field of Expertise:
- 6-12 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. Demonstrated self-starter.

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, shampoos, and waxing machines

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

Supervises: Nature of Work:
- Service/Maintenance

Comments:
- Will work on Level II - Blocks A, B & C

Pay for Skills:
- Block A: Scheduling, maintaining and detail cleaning; wall washing; blinds & restrooms
- Block B: Intermediate carpet care; bonnet buffing; host method; dry foam shampooing
- Block C: Intermediate floor care; buffing; spray buffing; hi-speed buffing

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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