UNIVERSITY OF SOUTHERN CALIFORNIA

Custodian Level 2

Job Code: 180351

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:

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

<table>
<thead>
<tr>
<th>% TIME</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

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:

12 - 24 Months

Minimum Field of Expertise:


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 work on Level III - Blocks A

Pay for Skills:

Block A: Specialized floor care; stripping and refinishing floors
Block B: Specialized carpet care; knowledge of carpet types and fibers; PL Factor; extraction carpet cleaning
Block C: Specialized cleaning techniques for medical laboratories and medical patient clinics

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.

The University of Southern California is an Equal Opportunity Employer