UNIVERSITY OF SOUTHERN CALIFORNIA
Custodian Level 3
Job Code: 180355

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:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Cleans and services restrooms.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Performs general cleaning and related housekeeping service functions.</td>
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<td>______</td>
<td>______</td>
<td>Ensures that custodial standards are met.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Maintains safe and secure areas.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Maintains cleaning closets and orders supplies as needed.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Reports maintenance problems to supervisor.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Reports malfunctioning equipment to supervisor.</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>Assists in the pick-up and delivery of campus supplies, equipment and furniture.</td>
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<td>______</td>
<td>______</td>
<td>Performs floor care duties as needed.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Trains other custodians, or other employees on specific skills and tasks as required.</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>Replaces light bulbs.</td>
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</tbody>
</table>

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

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:
- 24 - 36 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 Block A

Pay for Skills:
- Block A: Specialized cleaning techniques in morgues, Aids laboratory and Aids clinics. Includes bio-hazardous waste handling and disposal

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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