UNIVERSITY OF SOUTHERN CALIFORNIA
Facilities Attendant
Job Code: 181107

Grade: D
OT Eligible: Yes
Comp Approval: 6/27/2005

JOB SUMMARY:
Provides maintenance, attendant and custodial services for one or more major University facilities.

JOB ACCOUNTABILITIES:
*E/M/NA % TIME

______  ____ Provides custodial services for assigned office and laboratory facilities and restrooms. Includes dusting, scrubbing, sweeping and mopping.

______  ____ Provides custodial services for assigned residential facilities. Includes general cleaning, scrubbing, dusting, sweeping, vacuuming, polishing, and mopping of facilities and/or equipment, restocking of linens. Counts, sorts and prepares soiled linens for shipment to laundry service. Counts and sorts clean linen returned from laundry service.

______  ____ Provides kitchen assistance in the kitchen and cafeteria. Includes dishwashing, cleaning, sweeping and mopping of cafeteria and kitchen facilities and/or equipment.

______  ____ Performs basic ground maintenance of site and staff housing areas. Includes trash removal and dumping, raking, pruning and weeding.

______  ____ Restocks all paper and cleaning products and other supplies as needed.

______  ____ Provides Facilities Manager with information regarding facilities usage, damage, and repair or maintenance needs.

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:
0 - 6 Months

Minimum Field of Expertise:
Ability to read labels and internal memoranda

Preferred Experience:
6 - 12 Months

Preferred Field of Expertise:
Previous kitchen, custodial or grounds maintenance experience/skilled in use of cleaning products

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

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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