



**DATE ISSUED:** 06/07  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Custodian I

### **JOB SUMMARY**

Performs manual work involving the cleaning and care of buildings and facilities. Responsibilities include the cleaning, sanitizing, and related custodial maintenance of apartments, lounges, offices, bathrooms, classrooms, and other areas, requiring continuous physical activity. Work is performed under supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Assistant Supervisor, Custodial Services

*Supervises:* No supervisory responsibilities

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Cleans, sweeps and mops floors, hallways, and stairways.  
Cleans and dusts furniture, windows, fixtures, and other features.  
Cleans and sanitizes restrooms and replenishes supplies.  
Measures and mixes cleaning solutions.  
Strips, waxes, and polishes floors.  
Moves and cleans under small furnishings.  
Operates vacuum cleaners and buffers.  
Empties trash containers, cleans trash rooms, and deposits trash for pick-up.

### **ADDITIONAL DUTIES**

Assists with unloading and distribution of supplies and materials.  
Monitors and requisitions supplies and materials.

Reports needed repairs and property damage.  
Performs other duties as requested.

### ***EDUCATION***

Completion of the tenth grade preferred.

### ***EXPERIENCE***

Some related experience preferred.

### ***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

Ability to understand and follow simple instructions.

Ability to read simple product instructions.

Ability to learn materials, methods, and equipment used in assigned work.

Ability to operate equipment such as a hi-speed buffer, vacuum cleaner, shampoo machine and water vacuum.

Ability to use a mop, broom, dust pan, mop bucket and wringer.

Ability to regularly climb stairs and to occasionally climb a six foot ladder.

Ability to make simple calculations and measurements when mixing solutions.

Ability to effectively deal with students, staff, faculty, and visitors while performing duties.

Ability to respond to emergency situations in a timely manner.

### ***PHYSICAL DEMANDS***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; stoop; kneel; squat; twist the body; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move 25+ pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### ***WORK ENVIRONMENT***

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is

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performed primarily indoors. The noise level in the work environment is low to moderate. Exposure to any number of elements but none present to the extent of being disagreeable. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, around mechanical, electrical, fume/odor, dust/mites, chemical and toxic waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise. May move heavy equipment and boxes.

### **SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***