Job Description: Building Services Woodlawn Custodian (Academic Buildings)

Job Title: Woodlawn Custodian (Academic Buildings)
Department: Physical Plant
Reports To: Building Services Supervisor
Group/Grade: Campus Services I, Grade 1
Status: Part time, Non-exempt
Job Code: 1-07003-30-CS1-01

Summary
This position is responsible for the cleanliness and set up of the college chapel in preparation for Woodlawn services.

Essential Duties & Responsibilities

1) Ensure the cleanliness and safety of facilities by inspecting the lobby, hallways and public areas, and, if needed, empty trash, vacuum, dust, mop, and clean glass.
2) Ensure the cleanliness, sanitation and adequately supplied restrooms and, if needed, empty trash, mop floors, clean fixtures and supply paper products to ensure sanitary and adequately supplied restrooms.
3) Ensure the cleanliness and safety of the sanctuary, multipurpose room, classrooms, choir room, children centers, nursery and kitchen and, if needed, reset furniture, empty trash, dust and clean glass to ensure cleanliness and safety of facilities.
4) Ensure the proper set up of the sanctuary, multipurpose room, classrooms, choir room, children centers, nursery and kitchen and, if needed, reset furniture, empty trash, dust and clean glass to ensure cleanliness and safety of facilities.
5) Maintain equipment by following cleaning and care instructions and by reporting all broken or missing equipment to supervisor as soon as possible.
6) Be available to others who may need assistance or have comments or suggestions as necessary to demonstrate a commitment to quality service and to continually improve services.

Supervisory Responsibilities
This position does not direct the work activities of other staff members.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education &/or Experience
   The position requires a high school diploma or general education degree (GED) or a one-year certificate from a college or technical school. Requires multiple years of on-the-job training or apprenticeship. The position requires no prior experience or technical knowledge. Experience in commercial cleaning helpful.

Communication Skills
   The position requires the ability to exchange information on factual matters, understand and give instructions, and perform other duties which require a basic level of communication skills including listening, reading, speaking, and writing skills. Infrequent or no handling of confidential information.

Decision Making/Judgment
   This position occasionally requires independent judgment to complete tasks. Most of the responsibilities are performed in accordance with existing procedures and instructions.

Other Skills & Abilities
   1) Ability to work on call in an emergency.
   2) Ability to work independently or in a team.

Physical Demands/Work Environment

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. The work in this position requires exposure to potentially hazardous or unpleasant conditions and/or physical effort of some duration. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

   1) Walking or standing
   2) Lifting and/or carrying objects weighing 5-20 lbs.
   3) Working in an area that is very unpleasant because of extreme temperatures, noise levels, odors, or other.