

**NORTH CENTRAL MICHIGAN COLLEGE
POSITION DESCRIPTION**

POSITION TITLE: Custodian	POSITION CODE: Non-Exempt	HOURS: Part-Time	STARTING RATE: July 2016	GRADE:
ORGANIZATIONAL UNIT: Physical Plant	REPORTS TO: Custodial Supervisor		REVISION DATE: November 2019	PAGE: 1 of 3

GENERAL DESCRIPTION:

Performs a comprehensive task list of housekeeping/custodial services throughout the College's buildings and service areas. May be assigned to a given building/work area but subject to temporary coverage elsewhere depending upon workload and staffing needs. Assists in grounds maintenance including mowing, trimming, weeding, snow removal, and grounds safety as needed.

DUTIES:

1. Sweeps, vacuums and dust mops floors, stairways and related work areas; empties waste containers and removes boxes and other materials to designated areas.
2. Cleans and services restrooms.
3. Dusts blinds, furniture, file cabinets, window sills and other surfaces and areas.
4. Washes walls, ceilings, woodwork, windows (interior and exterior), mirrors and fixtures.
5. Scrubs, strips, sanitizes, waxes and buffs floors using power machines equipped with rotating brushes.
6. Observes instructions including safety procedures and product use relative to chemicals and other cleaning products.
7. Cleans chalk/whiteboards, replenishes supplies as needed, cleans drinking fountains, changes light bulbs and mops and cleans unexpected spills.
8. Uses check sheets to track and determine frequency of cleaning in a designated area.
9. Notifies supervisor in a timely manner of any unusual situations requiring attention.
10. Assists with room set up, rearrangement and tear down as assigned.

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DUTIES Continued:

11. Assist with snow removal around entrances of buildings and walk ways as assigned.
12. Works efficient, in a manner not to disturb the functions of the college.
13. Ensures and communicates a safe environment for occupants/bystanders close in proximity to work being done.
14. Cleans, sweeps, and or power washes, work areas when complete with a project or is finished at the end of shift.
15. Performs other directly related duties as assigned.

MINIMUM QUALIFICATIONS:

1. High school diploma or GED.
 2. Maintain a valid and unrestricted Driver's License.
 3. One (1) year or equivalent of commercial cleaning experience.
 4. Ability to read, hear, speak, and comprehend simple instructions in English, write short correspondence, and memos related this position. Ability to effectively present information in one-on-one and small group situations to other employees.
 5. Ability to add, subtract, multiply, and divide in all units of liquid and dry measurement.
 6. Ability to proficiently utilize Microsoft Office applications and ability to learn and use other computer software as needed to perform daily employment functions.
1. The Physical demands described here are representative of those that must be met by an employee to attain and maintain employment, and perform the essential functions of this job. The employee must be able to frequently lift and or move up to 50lbs. The employee is required to frequently walk long distances. The employee is required to use hands to perform work. The employee is occasionally required to sit, stand, climb, balance, stoop, kneel, crouch, and crawl.

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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing routine and essential functions of this job. The employee is regularly exposed to all outside weather conditions and full sunlight conditions. The employee is frequently exposed to sharp moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and the risk of electrical shock. The noise level in the work environment is frequently moderate to very loud. It is expected that the employee will perform their work in a safe manner as to prevent injury and ensure the safety for themselves and others. Work may require working varied shifts, weekends, holidays, and overtime, and being on call.

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of North Central Michigan College to offer employment and access to all campus programs without regard to race, color, national origin, religion, sex, sexual orientation, age, height, weight, marital status or disability. Inquiries regarding compliance with all federal, state and local statutes and regulations may be directed to: Vice President of Finance and Facilities, Administration Building, North Central Michigan College, 1515 Howard Street, Petoskey, MI 49770 Telephone: 231-348-6600.

I understand that this job description is intended to describe the general nature and level of work being performed when assigned to this job. It is not to be construed as an exhaustive list of all job duties that I may perform and shall not be construed as declaring all specific duties and responsibilities. It is not intended to limit or in any way modify the right of my supervisor to assign, direct, and redirect work.

I understand I may be asked to perform additional duties as required by my supervisor that are of similar kind or level of difficulty.

Employee Name: _____

Employee Signature: _____

Date: _____