



POSITION GUIDE

Position Title: Custodian

Code: TBD

Department: Technology Services

Group: NISUP ESPA Eligible,
Non-exempt, Zone

Reports to: Project Manager Custodial

Date: May 2021

PURPOSE OF POSITION:

Responsible for general custodial duties at the Central Education Center (formerly known as Burgard)

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality, customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality customer service may include, but are not limited to, the following:

Prompt responsiveness to inquiries

Professional and courteous verbal and nonverbal communication

Proactive problem solving

1. Opens building each morning including disarming security system and general duties established with opening a 70,000 square foot school.
2. Perform regular custodial and housekeeping duties on a daily and rotating basis as assigned including but not limited to trash collection and removal, restroom cleaning, floor care, and hard surface cleaning. Respond to work tickets as needed.
3. Maintain equipment in a clean and safe manner including but not limited to proper battery care, proper storage, and emptying/cleaning traps and brushes. Notifies supervisor if additional maintenance is needed.
4. While on duty, carry a cell phone and promptly respond to calls/texts for assistance from IU13 personnel and visitors.
5. Maintain secure facility by arming/disarming the building, turning lights on/off, and ensure all doors and windows are closed and locked.
6. Monitor and maintain exterior grounds including trash pickup, sweeping entryways and sidewalks, shoveling and spreading deicing material.
7. Efficiently move supplies, boxes, equipment and furnishings as needed. Assists with collection of confidential shredding materials.

This is not a complete itemization of all facets of this position.

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8. Accurately maintains ordering, stocking and distributing of custodial supplies
9. Notifies supervisor(s) of any safety or hazardous situations. Communicates regularly with supervisor to ensure efficient operations.
10. Maintains up to date technical skills as required for position.
11. Adheres to the established work schedule through regular and consistent attendance.
12. Responsible for all other assignments and duties deemed necessary and appropriate by the Facilities Manager and/or his/her designee. Proactively works as a team member to solve/assist with problems, issues and opportunities and performs other duties as assigned.
13. Follows all federal, state and local laws/ requirements pertaining to privacy practices, including but not limited to, FERPA and HIPAA. In addition, knows, observes and adheres to all LLIU policies and procedures.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

High School diploma or GED, one year commercial cleaning experience OR two years as self-employed cleaning service or custodian.

Excellent organization, attention to detail, interpersonal communication and time management skills required. The ability to work in a fast-paced environment and handle highly confidential information appropriately and with tact and diplomacy. A general knowledge of cleaning methods.

SUPERVISION OF PERSONNEL:

N/A

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities: Sit: 10%
Walk/stand: 90%
Lifting: Occasional pushing, pulling, lifting and carrying of custodial supplies and equipment; 50 lbs. or more
Vision: Close concentration & distance

Mental Demands: Decision making, interpret, analyze, and problem solve

Environment: Office; will occasionally work outdoors

I have reviewed the essential functions, knowledge and skill requirements, and physical/mental environmental demands of this position. By my signature below, I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

Print Name

Signature

Date

***This is not a complete itemization of all facets of this position.
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