

ROBERTS WESLEYAN UNIVERSITY

Job Description

Job Title

Building Custodian

Department

Facilities Custodial Services

Reports To

Assistant Director of Building services

Written

03/10/2025

Status

Non-Exempt

Job Objective:

To assure the complete cleaning and proper presentation of all assigned buildings.

Job Responsibilities:

1. Practice and know safe chemical use and handling procedures as they relate to cleaning supplies and floor finishes.
2. Clean and sanitize all assigned areas per Roberts Wesleyan University cleaning program.
3. See that there is adequate inventory of cleaning and restroom supplies in place at all times.
4. Clean completely and organize all assigned cleaning closets.
5. Trains student employees in proper cleaning techniques.
6. Inspect student employee's work and follow up on any deficiencies.
7. Remove all collected trash and recycling from the building before leaving for the day.
8. Clean dumpster enclosures of debris as needed. (leaves, snow, etc.)
9. Maintain building entrances during inclement weather (shovel snow and scatter ice melter.)
10. Sweep, mop and scrub floors, stairs (inside and outside buildings) and other surfaces.
11. Use light and heavy (industrial type) floor machines and attachments.
12. Vacuum rugs in offices and public areas. Shampoo rugs periodically using heavy vacuum cleaners and rug shampooing machines.
13. Clean and dust furniture, exhibit cases, pictures, door trim and chalkboards.
14. Adjust and clean cleaners and scrubbers and change brushes, pads, rollers, buffers and other attachments. Remove, wash and replace blinds, and wash ceiling fixtures, using ladders and scaffolds.
15. Wash window sills, glass in corridor doors.
16. Wash glass and trim in entrance doors.
17. Wash and/or clean interior wall spaces by hand or with a powered wall washing machine, working on ladders and scaffolding, as required.
18. Clean and service lavatories, toilet rooms and rest rooms.
19. Clean and service cigarette urns and ashtrays.
20. Collect and place in containers or plastic bags trash and debris, place trash in the collection area for removal by sanitation trucks.
21. Replace liners in wastebaskets and trash containers.
22. Move heavy furniture, supplies and miscellaneous equipment, as directed.
23. Report items that need repair (doors, door checks, furniture lights, faucets, etc.)
24. Perform other duties as assigned.

The approved rate of pay for this position is \$17.00/hr

Preparation and Training

High School Diploma or GED. Good communication and customer service skills. Ability to read and abide by work rules and safety guidelines.

Consequence of Error

Errors in this job can affect the physical health of the University community. Errors can affect retention and the morale of students.

Level of Supervision

The supervisor will define specific duties. Duties are repetitive. There is regular interaction with the supervisor.

Directs Work of Others and/or # of Employees Supervised

Employees will direct student workers. The Custodial Manager defines the number of workers based on the assigned work area.

Experience

Experience in institutional housekeeping is preferred but not necessary.

Confidential Data

May come across confidential data while performing job duties. Extremely important that information is not shared.

Mental/Visual Demand**and Physical Effort**

Repetitive motion. Must be able to consistently lift, push, pull, reach, etc. to adequately clean assigned areas.

Attention to detail is critical. Exposure to cleaning chemicals.

Environment

The work environment is custodial work in offices, classroom, dormitories, and athletic facilities and related college settings.