



# POSITION DESCRIPTION

## TITLE: Custodian, Night Shift

<b>FLSA STATUS:</b> Non-Exempt, 1.0FTE	<b>GRADE LEVEL:</b> A
<b>LOCATION:</b> All CSCC Facilities	<b>UNIT:</b> Business Affairs
<b>SHIFT:</b> Monday-Thursday 10:00pm - 6:30am, Friday 5:00pm – 1:30am	<b>DEPT:</b> Physical Plant
<b>INCUMBENT:</b>	<b>EMPLOYEE SIGNATURE:</b> Date:
<b>REPORTS TO:</b> Maintenance and Custodial Supervisor	<b>PREPARED BY &amp; DATE:</b> , June 2016
<b>Reviewed/Revised By:</b>	EE Name: Date:
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### I. POSITION PURPOSE – *List brief summary of position*

This position performs routine and project cleaning and some maintenance in assigned building or other College buildings as needed. Duties frequently require the use of personal protective clothing and or equipment.

### II. RELATIONSHIPS AND CUSTOMERS – *(In addition to Clark State Faculty, Staff, and Students, this position also interacts with the following external individuals, organizations and agencies)*

Visitors	Service Contractors		

### III. DIMENSIONS – *If this position controls, manages, or has a direct impact on the expenditure of dollars, identify how, the type of budget, and the gross dollar amount involved)*

None

### IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

*Under general supervision, this position performs the following duties:*

1.	Unlocks or secures buildings in accordance with approved schedules and guards property against fire, theft and illegal entry.
2.	Checks mechanical equipment, lights and replaces lights.
3.	Knows locations of fire extinguishers, alarm boxes and is able to complete monthly inspections of equipment.
4.	Obeys all safety regulations including Material Safety Data Sheets and College safety policies and procedures at all times.
5.	Straightens, dusts, and cleans furniture, fixtures, window sills, doors, furnishings; performs mopping, sweeping, dust mopping, and scrubbing of floors, walls, windows and other surfaces; cleans and services restrooms daily as required.
6.	Performs project cleaning; scrubbing, waxing, heating vents, carpet cleaning, glass, etc.
7.	Collects refuse (trash), co-mingle recycling and paper recycling removing it from the building to the correct exterior dumpster (container).

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8.	Removes snow and ice from entrances, walks, handicap ramps, and stairs. Applies snow and ice melting chemicals as needed and directed. Snow removal work does require mandatory overtime.
9.	Polices grounds.
10.	Moves furniture as directed by supervisor.
11.	Advises supervisor or appropriate persons of any irregularities or problems.
12.	All other duties assigned by supervisor.

**V. SUPERVISORY RESPONSIBILITIES** – *The following position title(s) report to this position. If there are no reporting positions, type “None.”*

- None

**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.*

**VI. EDUCATION and/or EXPERIENCE** – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., High School/GED plus 3-5 years related experience or AS Degree preferred.*

- High school graduate or GED equivalent
- Two years related experience preferred, or equivalent combination of education and experience

**VII. SKILLS AND ABILITIES** – *List basic skills and abilities necessary to perform essential duties and responsibilities, i.e., computer skills, oral and written skills, interpersonal skills, presentation skills, ability to motivate employees, etc.*

- Ability to operate and complete daily service of floor cleaning machines (autoscrubbers, carpet extractors).
- Ability to identify improper noises coming from mechanical rooms and report to maintenance technician or supervisor.
- Ability to operate after hour alarm systems (SONITROL/NWOSS).
- Ability to use snow removal equipment (snow blowers, gators).
- Ability to use computer to enter time sheets, check HDA (help desk authority) and EMS (Event Management System)
- Ability to work well with others.
- Ability to exercise initiative and independent judgment in performance of assigned duties.
- Ability to work irregular schedules, hours and overtime. Including Saturdays, holidays, morning shifts, mid-day shifts, second shift and third shift.

**VIII. CERTIFICATES, LICENSES, REGISTRATIONS** – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., Certified Novell Administrator (CNA), Certified NetWare Engineer (CNE), Professional Human Resources (PHR), Certified Public Accountant (CPA), Notary Public, Ability to be Bonded, etc.*

- Valid Ohio Driver's License

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### IX. LANGUAGE SKILLS – *(To be completed by HR)*

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

### X. MATHEMATICAL SKILLS – *(To be completed by HR)*

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### XI. REASONING ABILITY – *(To be completed by HR)*

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**XII. 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, i.e., ability to lift up to 75 pounds, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

- Move and lift up to 75 pounds on a regular basis.
- Exert considerable physical effort for long periods of time while performing manual labor.
- Work on feet for 8 hour shifts with no more than 2 fifteen minute breaks and a one thirty-minute lunch per college policy.
- Work in cold or hot weather conditions for extended period of times
- Move, set up and climb and work from step ladders ranging in sizes from 6, 8, 10 and 12 feet.
- Set up, tear down and move tables and chairs frequently.
- Employee is frequently required to climb, kneel, crouch, crawl and stoop.

**XIII. WORK ENVIRONMENT** – *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

The employee is regularly exposed to toxic or caustic chemicals. The employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.