

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Custodian **SALARY GRADE:** WG-02
DATE REVISED: December 1, 2014 **EEO CODE:** 07
JOB CODE: 3011 **FLSA STATUS:** Non-Exempt
BARGAINING UNIT: SEIU, Local 32BJ

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The purpose of this position is to provide custodial care services to the all of the various buildings on the campus grounds except dormitories. Perform general cleaning to maintain facilities in a clean, sanitary and orderly condition.

SUPERVISORY ACCOUNTABILITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts include administrators, faculty, students and staff of the department and University. External contacts include vendors, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES: Clean offices, laboratories, classrooms, libraries, lockers and washrooms.

Sweeps, mops, waxes, vacuums, and buffs floors and corridors.

Washes walls, woodwork, windowsills and chalkboards.

Clean glass, drinking fountains and empties wastebaskets and ashtrays.

Scrubs, polishes and disinfects fixtures and equipment.

Cleans, stairways and elevators.

Reports necessary repairs to Custodian Leader.

Determines proper cleaning methods to be used.

Moves and arranges furniture and equipment as necessary.

Supplies toilets and soap, towels and paper.

Performs other job-related duties as assigned.

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CORE COMPETENCIES: General knowledge of the principals, practices and methods of cleaning and maintenance.

Knowledge of cleaning materials, equipment and products

Skill in operation of a variety of cleaning tool and equipment

Ability to follow instructions

Ability to speak and understand basic English

Ability to work as part of a team or independently, using own initiative

Ability to establish and maintain effective and harmonious working relationships with staff, faculty, students and the general public.

MINIMUM REQUIREMENTS: High School diploma or GED and .5-1 years of responsible janitorial or related work experience. Vocational or other technical school, training or apprenticeship beyond HS may be substituted for work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation & Performance Management