

Sul Ross State University
Position Description

Official Title: Custodial Worker

Salary Group: 1

Job Code: 7514

Summary

Function: Perform tasks associated with housekeeping.

Scope: Maintenance of University buildings as pertaining to custodial/housekeeping duties.

Duties

Essential: Assist and perform as directed the various duties of the custodial department. This includes but is not limited to cleaning interior walls, windows, floors, restroom fixtures, tile, woodwork, furniture, vacuuming, stripping, rewaxing or polishing floors; moving furniture; other duties as assigned. Employee shall practice safe work habits, proper safety procedures, and use proper personal protective devices or clothing when applicable. Must exercise due caution and practice safe work habits when using cleaning chemicals and equipment; must actively participate in safety training program. Other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Part-Time Custodial Worker – Hours will vary from established schedule to include Saturday, Sunday and evening hours as needed not to exceed 19 hours per work-week.

Supervision

Received: From Custodial Services Supervisor.

Given: None

Education

Required: Must be able to read and write English due to use of chemicals; knowledge of the methods, tools, and equipment used in the custodial department

Preferred: High school graduate or equivalent; must be able to read and write English due to use of chemicals.

Experience

Required: Knowledge of the methods, tools, and equipment used in the custodial department. Knowledge of a custodial/housekeeping work force and supervision received.

Preferred: Prior experience in custodial/housekeeping maintenance or related field.

Equipment/Skills

Required:

Preferred:

Working Conditions

Usual: Standard indoor daytime conditions; position is Security Sensitive.

Periodic: Lifting of heavy objects, indoors/outdoors; After hours and on-call availability required.

Any qualifications to be considered in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: June, 2002