

Auxiliary Services Student Employee Job Description

NAME _____

<p>1. POSITION TITLE</p> <p>Custodial Assistant</p>	<p>2. DEPARTMENT:</p> <p>FACILITIES SERVICES</p>
<p>3. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES</p> <p>Performs general custodial duties in connection with the cleaning and maintenance of buildings in the Auxiliary Services division.</p>	
<p>4. SUPERVISION RECEIVED</p> <p>Receives direct supervision from a Supervisor of Janitors, Maintainer II or other supervisory employees who assign work and review performance for compliance with instructions and established standards.</p>	
<p>6. DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Removes trash and waste from assigned areas and places at designated site to ensure clean and sanitary conditions and the proper handling of recyclable materials. 2. Washes trash and waste receptacles by scrubbing containers and rinsing with hose to provide sanitary conditions and minimize pest infestation. 3. Maintains walls, ceilings, doors and horizontal surfaces by dusting and washing with detergent solutions to provide a clean and attractive facility. 4. Maintains furniture by dusting, washing with detergent solution and polishing to provide a clean and attractive facility. 5. Cleans glass and mirrors by washing with glass cleaning solution to provide a clean and attractive facility. 6. Maintains carpeted areas by vacuuming and spot cleaning to prolong life of carpet and maintain a clean and attractive facility. 7. Maintains hard floor surfaces by sweeping, mopping, stripping and waxing to prolong life of floor surfaces and maintain a clean and attractive facility. 8. Assists in keeping exterior areas immediately adjacent to buildings clean by sweeping, removing trash, and removing snow and ice to maintain safe and attractive entrances to our facilities. 9. Moves and arranges furniture per specific room plans and to accommodate needs. 	
<p>7. QUALIFICATIONS REQUIRED AT HIRE (List knowledges, skills, abilities)</p> <ol style="list-style-type: none"> 1. Knowledge of the methods used in institutional cleaning. 2. Ability to withstand the physical strain of performing manual tasks, climbing stairs, lifting, climbing ladders and bending. 3. Ability to understand and execute oral and written instructions. 4. Ability to use simple hand and power cleaning equipment. 	
<p>8. QUALIFICATIONS ACQUIRED ON JOB (list knowledges, skills, abilities)</p> <p>Knowledge of department standards, policies and procedures.</p> <p>Ability to operate and care for department equipment, including vacuum cleaners, floor machines and pressure washers.</p> <p>Ability to prepare and apply cleaning solutions safely and efficiently in accordance with department standards.</p>	
<p>REMARKS</p>	

SIGNATURES OF INCUMBENT

DATE

SIGNATURE OF SUPERVISOR

DATE