

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: CUSTODIAN**

**Reports To:** Designated Supervisor

**UW Job Code:** 7209

**UW Job Family:** 72 - Service/Maintenance/Support

**SOC Code:** 37-2011

**FLSA:** Non-exempt

**Pay Grade:** 12

**Date:** 1-13-04 (revised 7-1-04)

**JOB PURPOSE:**

Perform duties according to established standards for cleaning and maintaining University buildings/facilities under general supervision; assist in setting up and tearing down for special events, as directed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide custodial services to designated areas.
- Sweep, damp mop, spray buff, strip and wax floors; vacuum, shampoo, and spot clean carpets.
- Clean and dust furniture, fixtures, walls, doors, trim, and exhibit cases; wax and polish furniture and fixtures as necessary.
- Clean restrooms/shower areas, fixtures and maintain an adequate supply of towels, soap, and the like, as directed; may clean and/or wash kitchen supplies and equipment if required of position.
- Wash windows and door glass; may wash and dust Venetian blinds.
- Replace light bulbs and clean light fixtures.
- Provide trash removal; maintain clean and lined trash containers.
- Clean drinking fountains, ashtrays, blackboards and pencil sharpeners.
- Perform moving tasks as directed occasionally.
- Operate and ensure proper use of equipment.
- Provide general maintenance or groundskeeping services for designated areas.
- Keep walkways to designated buildings free of snow and debris.
- Notify supervisor of damaged or missing furniture, equipment, and fixtures.
- Assist with emergency cleanups and special cleaning projects, as directed.
- Load, unload and transport items such as furniture, file cabinets, exhibit cases, research equipment and other heavy items per departmental request(s).

**SUPPLEMENTAL FUNCTIONS:**

- Help train others on proper and safe cleaning methods and techniques.
- Prepare area for special events including moving equipment or furniture; may set up public address systems; patrol area, as directed.
- May unlock and/or lock designated building, as directed by supervisor.

**COMPETENCIES:**

- Attention to Detail
- Consistency
- Safety Awareness
- Service Orientation
- Work Standards
- Teamwork (Cooperation)

**MINIMUM QUALIFICATIONS:**

Education: **High School Diploma or GED**

Experience: **1 year work-related experience preferred**

Required licensure, certification, registration or other requirements: **None**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Basic cleaning methods, techniques, materials and equipment.
- Basic maintenance methods, techniques, materials and equipment.
- The occupational hazards and safety precautions of the trade.
- Moving equipment and proper usage.

Skills and Abilities to:

- Follow basic verbal and written instructions.
- Understand and follow specific instructions and procedures.
- Read, understand and follow safety procedures.
- Work as a team member and foster a cooperative work environment.
- Safely use hand and power tools applicable to the trade.
- Safely use cleaning equipment and supplies.
- Safely mix and use cleaning compounds.
- Perform a variety of custodial and cleaning tasks.
- Lift and/or manipulate objects weighing up to 50 pounds regularly.

**WORKING CONDITIONS:**

Various in/outdoor environments; regular exposure to fumes, odors and noise; occasional exposure to mechanical, electrical or chemical hazards; occasionally work in confined or high spaces.

**DISTINGUISHING FEATURES:**

**Custodian:** Performs cleaning job tasks as assigned according to established standards under general supervision and is eligible to move to the classification of Facilities/Grounds Attendant II after one year with approval of the designated appointing authority.

**Custodian II:** Performs cleaning job tasks as assigned according to established standards under general supervision or provides moving services for campus and local community and performs moving and setup services for special events.

**Custodian, Senior:** Performs the work done by Facilities/Grounds Attendants under limited supervision and provides project or group leadership.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.