

# Classification Specification: Custodian

Classification Number: 42111  
Effective Date: April 14, 2014

Pay Grade:  
Current Exemption Status: Nonexempt

## Position Summary

Performs custodial duties necessary to the care, cleaning and maintenance of buildings, furniture and fixtures. Responds to emergencies as needed.

## Essential/Primary Duties

- Maintains floor care. Sweeps, mops, buffs, strips and refinishes floor surfaces and stairwells. Vacuums and shampoos carpets.
- Cleans and disinfects all restroom surfaces. Services drains and restocks paper products. May clean blinds, windows, floors, doors, computer equipment, blackboards and whiteboards in classrooms, offices, laundry rooms or others rooms. Replaces chalk and cleans or replaces erasers. May dust or polish desk tops or other furnishings.
- Properly handles chemical cleaning supplies.
- Replaces burned out lights and turns in bad fixtures. Responds to emergencies.
- Collects and removes trash and places in proper disposal area. Maintains recycling collection containers and area.
- Sweeps or shovels snow and applies ice remover around building entrances, exits and loading docks.
- Cleans and details stairs, hallways, elevators, vending areas, microwaves, loading docks, washing rags and mop heads as needed.
- Locks and unlocks all exterior doors and sets and deactivates alarm systems as needed. Reports any items for repair. Reports supplies needed to restock carts and closets.
- May assist in set up and take down for special campus functions, including graduation, special concerts, conferences, meetings.
- May prepare classrooms or residence halls for incoming semester or new students. This work may include making beds, stocking linens, cleaning all areas and replacing furniture.

## Experience and Education

### Experience

- No previous related experience required

### Education

- High school diploma or GED required
- Must have and maintain a valid driver's license and be insurable under the University's insurance

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## Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

## Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.

## Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to communicate clearly verbally
- Detailed-oriented and highly accurate
- Ability to interact with students and/or faculty or the public and represent BGSU appropriately
- Knowledge of basic computer skills
- Ability to operate and use manual and power custodial equipment

## Supervisory Responsibility

### Full-Time

None

### Part-Time

None

## Providing Direction

### Full-Time

None

### Part-Time

None

## Responsibility for Student Workers