JOB DESCRIPTION

POSITION TITLE: Custodian

JOB CLASS: Staff

SUPERVISOR: Department Supervisor

CLASSIFICATION: Full Time

LOCATION: DeLand

SUPervisory: No

DEPARTMENT: Facilities/Housekeeping

POSITION OVERVIEW: Under the general supervision of a department supervisor performs a wide range of custodial tasks involving the use of cleaning equipment and materials. Incumbent provides the labor and tasks to assure that University buildings are maintained in a clean, sanitary, safe, orderly and professional manner consistent with contemporary housekeeping standards of good practice. Position entails manual labor associated with the routine and project type cleaning of University facilities.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS: High school diploma or GED preferred, reading and writing ability at tenth-grade level required; supplemented by one (1) year of experience in custodial work, experience in a multi-building custodial environment preferred; or an equivalent combination of experience and training. Must possess and maintain a valid State of Florida driver’s license and an insurable driving record.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES: (NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position) Performs miscellaneous custodial tasks associated with general cleaning including trash removal, dusting, spot-cleaning, furniture cleaning, glass cleaning, damp wiping, disinfection, and the like. Performs various floor cleaning tasks such as dust mopping, scrubbing, vacuuming, spot removal from carpets, spray buffing, burnishing, stripping, resealing and refinishing floors. Cleans and disinfects restrooms, including fixtures, showers, tubs, walls, ceilings, and floors. Replenishes paper products and soap. Scrubs floors, pressure washes walls, and the like. Moves furniture, reports needed repairs and performs other duties related to custodial work of a project nature. Reports hazardous conditions and facilities in need of repair. Responds to student and other user groups’ issues and concerns in a supportive, professional, timely and problem-solving manner. Participates in total quality management (TQM) training, maintains the skills necessary to utilize the TQM process, and participates on quality improvement teams as assigned. Maintains a working knowledge of custodial work methods, supplies and equipment, and implements same in a cost effective manner. Establishes and maintains effective working relationships with fellow employees, students and the University community. Abides by and complies with University policies and procedures. Performs special and other assignments as directed.

ROUTINE DUTIES AND RESPONSIBILITIES: Ability to understand and carry out written and oral instructions and to perform routine custodial duties without immediate supervision. Ability to use a variety of cleaning chemicals in a safe manner, according to manufacturer’s specifications. Ability to operate carpet vacuums, floor machines, carpet extractors, wet/dry vacuums, pressure washers and associated cleaning tools and power equipment. Ability to apply recognized standards of good practice relevant to matters of safety, security and custodial techniques. Ability to effectively plan and coordinate
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multi-task requirements and meet self and pre-imposed objectives and deadlines. Ability to establish and maintain effective working relationships with co-workers, students and University community.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.