AUBURN
Human Resources

# Custodian I

**Job Description**

## JOB INFORMATION

| | |
|---|---|
| Job Code | NA12A |
| Job Description Title | Custodian I |
| Pay Grade | FM05 |
| Range Minimum | $28,680 |
| 33rd % | $32,020 |
| Range Midpoint | $33,690 |
| 67th % | $35,370 |
| Range Maximum | $38,710 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 1/3/2012 |

## JOB FAMILY AND FUNCTION

| | |
|---|---|
| Job Family: | Facilities, Maintenance, & Operations |
| Job Function: | Environmental Services |

## JOB SUMMARY

Custodian performs basic housekeeping functions for University buildings.

## RESPONSIBILITIES

- Cleans University buildings to ensure that facilities are in suitable condition for activities, which may include (but not limited to) mopping and waxing floors, washing windows, dusting, and trash disposal.
- Maintains equipment and supplies in order to complete tasks.
- May assist in building inspections to determine if custodial care is needed.
- May assist in arranging tables and chairs for special events.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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|---|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| Ability to read and write | Some reading and writing | and | 0 years of | Experience in custodial floor care techniques | |

| | |
|---|---|
| Substitutions Allowed for Experience | Yes |
| *Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.* | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

| | |
|---|---|
| Follows detailed instructions and procedures. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| None Required. | | | | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | | | X | |
| Walking | | | | | X | |
| Sitting | | | X | | | |
| Lifting | X | | | | | |
| Climbing | | | X | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | | X | | |
| Talking | | | | X | | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | | X | |
| Eye/Hand/Foot Coordination | | | | | X | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | | | X | |
| Extreme heat | | | | X | |
| Humidity | | | | X | |
| Wet | | | | X | |
| Noise | | | | X | |
| Hazards | | | | X | |
| Temperature Change | | | | X | |
| Atmospheric Conditions | | | | X | |
| Vibration | | | | X | |

**Vision Requirements:**

Ability to see information in print and/or electronically.