
Auburn University Job Description

Job Title: **Attendant I, Support Services**

Job Family: No Family

Job Code: **ID04**

Grade VT00 \$24,300 - \$32,800

FLSA status: Non-exempt

Job Summary

Under direct supervision, the Support Services Custodian I provides basic and routine custodial services or related support for animal clinic and holding facilities.

Essential Functions

1. Cleans, organizes, and disinfects animal holding areas.
2. Prepares animal quarters with essential supplies such as cat litter, litter pans, bowls, trays, linens, and cage paper.
3. Assists in laundering, storing, and distribution of all linens.
4. Maintains exercise yard, yard equipment, and clinic grounds.
5. Assists in transporting waste containers such as sharps, broken glass, chemo, and medical waste to its designated location.
6. Assists with other duties as assigned.

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Ability to read and write	Reading, writing, and basic math.
Experience (yrs.)	0	Experience in custodial services.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. The ability to exert maximum muscle force to lift, push, pull, or carry objects.

Certification or Licensure Requirements

Driver's License required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires standing, walking, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 4/14/2022
